

POLRUAN VILLAGE HALL

DATA PROTECTION & PRIVACY POLICY

1. Introduction

This Policy outlines our procedures for compliance with the General Data Protection Regulations (GDPR) & the Data Protection Act 2018. It covers our collection, use and storage of personal information. By accessing or using our website or services, you are consenting to the collection, use and disclosure of your information in accordance with this Policy. If you do not consent to this, please do not use the service.

The Trustees of the Polruan Village Hall are defined under the legislation as Data Controllers and are responsible for ensuring that this policy complies with current legislation and is fully implemented in our operations. As a small non-profit charity, we are not required to register with the Information Commissioners Office but can be sanctioned for failure to comply with the regulations.

2. Information we collect and how we store your information

Personal data is any data that relates to an identifiable individual, (e.g. name, address, contact details, age/date of birth, email address financial information).

We collect the following data:

- Trustee information including name, address, date of birth, National Insurance numbers required for the Charity Commission records stored in both electronic and hard copy form
- Employee information including name, address, date of birth, national insurance number, bank details and other personnel data
- Hall Hirer information including name, address, telephone/mobile numbers, payment/bank details used to hold and refund deposits, booking details stored in hard copy and/or electronic form
- Donor information including name, address and information required for Gift Aid processing

3. How we use your information

Information we collect is used solely for the purpose of managing the Village Hall and the activities taking place there. It will not be used for any other purpose. We only collect what is essential for these purposes and only hold this for as long as is necessary. The data we collect will only be that permitted by the regulations.

- Trustee personal information will be used to comply with Charity Commission requirements and to facilitate the effective management of the Hall
- Employee information will only be used in relation to their role and responsibilities and to facilitate remuneration
- Hirer information will only be used to facilitate hall bookings and to hold and return deposits
- Donor information will only be collected for audit and Gift Aid purposes

4. How we share your information

Your personal data will only be accessible to the Trustees and employees of the Village Hall charity and relevant data to the Auditor of our accounts. We will not share your information with any other organisation, company or individual for any purpose unless required to do so by governmental or law enforcement agencies.

5. Data Security & Retention

Hard copy data will be held in locked cabinets and electronic data will be processed using modern and up to date business standard software. This may mean that some personal data is held on servers outside of the UK. By using our services, you consent to our use of your data. All devices holding or accessing personal data will be password protected and use multi-factor security where possible.

Data will only be retained for as long as is necessary for the purpose for which it was obtained or for auditing or reporting requirements. All stored data will be reviewed for deletion or destruction on an annual basis or in accordance with the schedule below:

- Trustee information – retained indefinitely (by the Charity Commission)
- Employee information – retained for at least 7 years
- Hirer booking information – retained for 1 year
- Donor information – retained for 7 years and Gift Aid data up to 10 years
- Financial information – retained for 10 years. (Invoices, receipts, warranty documents may be kept until guarantees have expired or indefinitely)

6. Your rights

You can ask to see the data that we hold about you and ask us to amend anything that is not accurate. In some circumstances you can request that we remove it from our systems or destroy hard copy information. To do this you can contact us on enquiries@polruan.org

7. Data Breaches

We will take appropriate precautions to ensure the security of your data but in the event of a security breach we will notify you and where required, report the incident to the Information Commissioners Office.

8. How to complain

If you have any questions about how we handle your data or any concerns about our use of your data, you can contact us at enquiries@polruan.org . We aim to respond within 5 working days and will make every effort to resolve the issue. If you are not satisfied with our response you can also contact the Information Commissioners Office at 0303 123 1113 or by live chat through their website <https://ico.org.uk/make-a-complaint/data-protection-complaints/>