

CHILBOLTON VILLAGE HALL

Data Protection Policy

Introduction

Chilbolton Village Hall as an institution and its Management Committee are committed to protecting the personal data of all individuals who interact with us, including staff, volunteers, visitors and hirers. This policy outlines our responsibilities and procedures for handling personal data in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Scope

This policy applies to all personal data processed by Chilbolton Village Hall in both electronic and paper formats.

Legal Basis for Processing

Personal data is collected and processed lawfully, fairly and transparently on the following legal bases:

Consent: Where individuals provide explicit consent.

Contractual Necessity: Where processing is necessary for fulfilling a contractual obligation.

Legal Obligation: Where processing is required by law.

Legitimate Interest: Where processing is necessary for the legitimate operation of the village hall.

Types of Data Collected

We may collect and process the following types of personal data:

- Contact details (name, address, phone number, email).
- Booking and hiring information.
- Financial records related to payments and donations.
- Any other necessary data for operational purposes.

Data Storage and Security

All personal data is securely stored and protected from unauthorized access, loss or disclosure. Measures include:

- Password-protected digital systems.
- Secure locked filing cabinets for paper records.
- Restricted access to authorized personnel only.

Data Sharing and Third Parties

Chilbolton Village Hall will not share personal data with third parties unless required by law or with explicit consent. Where necessary, data may be shared with:

- Local authorities or regulatory bodies.
- Service providers who assist in managing village hall operations (eg accounting or IT services).
- Emergency services in case of safety concerns.

Data Retention

Personal data will only be retained for as long as necessary for the purpose it was collected. Standard retention periods include:

- Booking records: up to two years.
- Financial records: six years or if longer, to meet any legal requirement.
- Volunteer, employee and other service provider records: such period following the initial period of service provision as is considered potentially useful for the village hall or the service provider.
- Minutes of management committee meetings: a minimum of 10 years.

Rights of Individuals

Individuals have rights over their data, including:

- The right to access their data.
- The right to request corrections.
- The right to request deletion, where applicable.
- The right to restrict processing.
- The right to data portability.

Requests regarding personal data should be directed to the Chairman of the Village Hall Management Committee (email address of the current Chairman howard.barrie@outlook.com as at 1 June 2025).

Data Breach Procedures

In the event of a data breach the management committee will take immediate action, including:

- Assessing the scope and impact of the breach.
- Notifying affected individuals if necessary.
- Reporting serious breaches to the Information Commissioner's Office (ICO).
- Implementing measures to prevent future breaches.

Policy Review and Updates

This policy will be reviewed regularly and updated as needed to comply with legal requirements and best practices.

For questions or concerns about this policy, please contact the Chairman of the Village Hall Management Committee (email address of the current Chairman howard.barrie@outlook.com as at 1 June 2025).

This policy was approved and adopted by the members of the Management Committee of Chilbolton Village Hall on 23 June 2025