

## **Data Protection Policy**

Rainton with Newby Village Hall, registered charity number 702323, and the Committee of Volunteers (we) respects your privacy and realises how important it is to you that your personal information remains secure.

This policy sets out our rules on data protection and the legal conditions that must be satisfied in relation to the obtaining, handling, processing, storage, transportation and destruction of personal information.

We are responsible for ensuring compliance with the Data Protection Act 2018 and is committed to ensuring that we adhere to the eight principles of the Act.

Any questions or concerns about the operation of this policy should be referred to Rainton with Newby Village Hall and the Committee of volunteers.

If you consider that the policy has not been followed in respect of personal data about yourself or others you should contact Rainton with Newby Village Hall to raise any concern(s).

We are committed to:

- Ensuring that we comply with the data protection principles as outlined in the Data Protection Act 2018
- Meeting our legal obligations as laid down by the Data Protection Act 2018
- Ensuring that data is collected and used fairly and lawfully
- Processing personal data only in order to meet our operational needs or fulfil legal requirements
- Taking steps to ensure that personal data is up to date and accurate
- Establishing appropriate retention periods for personal data
- Ensuring that data subjects' rights can be appropriately exercised
- Providing adequate security measures to protect personal data
- Ensuring that a nominated officer is responsible for data protection compliance and provides a point of contact for all data protection issues
- Ensuring that all staff are made aware of good practice in data protection
- Providing adequate training for all staff responsible for personal data
- Ensuring that everyone handling personal data knows where to find further guidance
- Ensuring that queries about data protection are dealt with effectively and promptly
- Regularly reviewing data protection procedures and guidelines within the organisation.

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SERVING THE COMMUNITY

### **Data Protection Policy Continued**

Personal information is collected directly from you when you interact with us. Examples being making a hall booking or when booking for an event. We are delivering a contractual service to you and this forms the lawful basis for processing this information.

The data is collected in order to keep in touch with you and to supply you with information regarding your hall booking or event. If at any time you do not us to keep your details please contact us at [raintonvillagehall@btinternet.com](mailto:raintonvillagehall@btinternet.com)

The information which we collect will include your name, postal address, email address and contact telephone number.

We will not sell your information to third party organisations, and we do not share your personal information with third parties for their benefit.

We will retain your information for as long as you have an active relationship with us.

If you cease to have an active relationship with us or request to receive no further contact, we will ensure your information is securely deleted and/or destroyed.