Cam Vale Community Hall

4) Data Protection Policy (GDPR)

Cam Vale Community Hall needs to collect and keep certain information about its Trustees, regular contractors, and users to carry out its day-to-day operations, to meet its objectives and to comply with legal obligations. The organisation is committed to ensuring that any personal data will be dealt with in line with the General Data Protection Regulations 2018 (GDPR). To comply with the law, personal information will be collected and used fairly, stored safely and not disclosed to any other person unlawfully. In line with the GDPR principles, we will ensure that personal data will be:

• obtained fairly and lawfully and for a specific and lawful purpose

• adequate, relevant but not excessive

• accurate and kept up to date

• not be held longer than necessary

• processed in accordance with the rights of data subjects

• subject to appropriate security measures Cam Vale Community Hall processes the following personal information:

• Trustees/Committee members – names, addresses, telephone numbers and email addresses

• Service users – names and contact details

• Contractors – names and contact details Additionally, hirers will be required to provide bank account details if deposits are to be refunded by bank transfers, and contractors for payment of accounts by bank transfer. Cam Vale Community Hall will ensure that this data will:

• not be sold to companies or given to public organisations

• only be passed to a third party with written consent

• be processed only for the purposes stated

• be kept up to date and accurate

• be erased as soon as out of date or when no longer necessary

• be kept in a safe place and, where relevant, on a computer which is password protected.

Email addresses stored for the purpose of informing the community about events, activities, etc taking place in the hall will be used for that purpose only. In this context, emails will be sent using blind carbon copy to list recipient addresses and an opt-out option will be offered. Emails circulated to a restricted group such as the Management Committee may show recipient addresses with prior consent.

All organisations using Cam Vale Community Hall are required to follow the principles of this policy.

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