

# Temple Sowerby Victory Hall Data Protection GDPR Policy

Charitable Incorporated Organisation 1177446.

<b>Audit details</b>	
Status and date Next review date Version	Approved 22 <sup>nd</sup> May 2018 By 22/05/2020 1.1

## Overall Approach

New data protection legislation comes into effect in May 2018, the General Data Protection Regulations (GDPR). As the committee of Temple Sowerby Victory Hall holds personal data it must be compliant with the regulations, this policy outlines how that is achieved. All committee members must be familiar with and follow this approach.

## Type of data held

The data held consists of names, addresses, email address and telephone numbers for the Friends of Victory Hall and for hirers and attendees at events. All this information is held for a specific purpose which the individuals involved are aware of. By following the principles below and as a non-profit organisation holding data only for administration, PR, accounts and records there is no need to register with the Information Commissioners Office (ICO), equally there is no need to obtain specific consent for holding this data (based on ACRE VHIS 04 bulletin from January 2018).

## Data Protection Officer (DPO)

Although the requirement is minimal for clarity the assumption is that the Hall Secretary will operate as the Data Protection Officer, being responsible for this document and following the processes.

## Principles relating to the holding of personal data

The committee agree to following the principles relating to the holding of personal data:

1. Personal data will only be held on computer systems that are password protected, and where the disks are encrypted. This will provide an appropriate level of security against theft of that data.
2. Personal data should be used solely to support the hall for the purpose of management, bookings and finances, running and marketing events at the hall, staff employment and fundraising activities.
3. Personal data should be kept up to date and accurate and deleted once it is no longer relevant, such as a committee member standing down.
4. Personal data should not be transferred outside the European Economic Area.
5. Going forward new forms should identify that personal data will be held, solely to support the functioning of Victory Hall, not for other purposes and not shared with third parties. This is not a requirement retrospectively but is best practice going forward.  
*“Victory Hall uses personal data for the purposes of managing the hall, its bookings and finances, running and marketing events at the hall, staff employment and its fundraising activities. Data may be retained for up to 7 years for accounts purposes and for longer where required by the hall’s insurers. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the Hall Secretary.”*
6. If access is requested to data held on an individual then it must be provided within 30 days.
7. In the event of a data breach where personal data is lost this must be reported to the ICO by the DPO, this applies to both computer and paper records.
8. Record keeping, accounts information to be kept for 7 years, employee records for 40 years, minutes and formal correspondence to be kept for 3 years.