

<p>Aims of this Policy</p>	<p>Rickingham Village Hall Management Committee needs to keep certain information on its: Trustees, Management Committee members, volunteers, lottery members, hirers of the hall and its other facilities and contractors to carry out its day to day operations, to meet its objectives and to comply with legal obligations.</p> <p>The organisation is committed to ensuring any personal data will be dealt with in line with the above regulation. To comply with the law, personal information will be collected and used fairly, stored safely and not disclosed to any other person unlawfully.</p> <p>The aim of this policy is to ensure that everyone handling personal data is fully aware of the requirements and acts in accordance with data protection procedures. This document also highlights key data protection procedures within the organisation.</p> <p>This policy covers Trustees, Management Committee members, lottery collectors and other volunteers.</p>
<p>Definitions</p>	<p>In line with the Data Protection Act 1998 principles, Rickingham Village Hall Management Committee will ensure that personal data will:</p> <ul style="list-style-type: none"> • Be obtained fairly and lawfully and shall not be processed unless certain conditions are met • Be obtained for a specific and lawful purpose • Be adequate, relevant but not excessive • Be accurate and kept up to date • Not be held longer than necessary • Be processed in accordance with the rights of data subjects • Be subject to appropriate security measures • Not to be transferred outside the European Economic Area (EEA) <p>The definition of ‘Processing’ is obtaining, using, holding, amending, disclosing, destroying and deleting personal data. This includes some paper based personal data as well as that kept on computer.</p> <p>The Personal Data Guardianship Code suggests five key principles of good data governance on which best practice is based. The organisation will seek to abide by this code in relation to all the personal data it processes, i.e.</p> <ul style="list-style-type: none"> • Accountability: those handling personal data follow publicised data principles to help gain public trust and safeguard personal data. • Visibility: Data subjects should have access to the information about themselves that an organisation holds. This includes the right to have incorrect personal data corrected and to know who has had access to this data. • Consent: The collection and use of personal data must be fair and lawful and in accordance with the DPA’s eight data protection principles. Personal data should only be used for the purposes agreed by the data

	<p>subject. If personal data is to be shared with a third party or used for another purpose, the data subject's consent should be explicitly obtained.</p> <ul style="list-style-type: none"> • Access: Everyone should have the right to know the roles and groups of people within an organisation who have access to their personal data and who has used this data. • Stewardship: Those collecting personal data have a duty of care to protect this data throughout the data life span.
Type of information processed	<p>Rickingham Village Hall Management Committee processes the following personal information: Names & contact details of Trustees, Management Committee members and volunteers. Names, contact details, dates & account details of people and organisation that hire the hall or other facilities and equipment. Members of the monthly lottery : Names, contact details & accounting details. Names & contact details and account information of suppliers and contractors.</p> <p>Personal information is kept in the following forms: Paper and computer records</p> <p>Groups of people within the organisation who will process personal information are: The Chairman, Treasurer, Booking Secretary, Lottery Manager & lottery collectors.</p>
Responsibilities	<p>Under the Data Protection Guardianship Code, overall responsibility for personal data in a voluntary organisation rests with the governing body. In the case of Rickingham Village Hall, this is the Management Committee.</p> <p>All Trustees, Management Committee members and other volunteers who process personal information must ensure they not only understand but also act in line with this policy and the data protection principles.</p>
Policy Implementation	<p>To meet our responsibilities, Trustees, Management Committee members and lottery volunteers will:</p> <ul style="list-style-type: none"> • Ensure any personal data is collected in a fair and lawful way • Explain why it is needed at the start • Ensure that only the minimum amount of information needed is collected and used • Ensure the information used is up to date and accurate • Review the length of time information is held • Ensure it is kept safely • Ensure the rights people have in relation to their personal data can be exercised <p>We will ensure that:</p> <ul style="list-style-type: none"> • Everyone managing and handling personal information is trained to do so • Anyone wanting to make enquiries about handling personal information, volunteer or service user, knows what to do • Any disclosure of personal data will be in line with our procedures • Queries about handling personal information will be dealt with swiftly and politely
Training	<p>Training and awareness raising about the Data Protection Act and how it is followed in this organisation will take the following forms:</p> <p>On induction: This data protection policy will be explained to new volunteers</p>

	General training / awareness raising-The policy will be reviewed by the Management Committee annually in July
Gathering and checking information	<p>Before personal information is collected, we will consider::</p> <ul style="list-style-type: none"> • What details are necessary for our purposes • How long we are likely to need this information <p>We will inform people whose information is gathered about the following:</p> <ul style="list-style-type: none"> • why the information is being gathered • what the information will be used for • who will have access to their information (including third parties) <p>We will take the following measures to ensure that personal information kept is accurate: Hire agreements will be renewed annually Lottery subscriptions will be renewed following their expiry</p> <p>Personal sensitive information will not be used apart from the exact purpose for which permission was given.</p>
Retention periods	<p>Rickingham Village Hall Management Committee will ensure that information is kept according to the following retention periods guidelines :</p> <p>Accident books, accident records/reports - 3 years after the book is full</p> <ul style="list-style-type: none"> • Financial accounts - Indefinitely • hall and other facilities hiring records - 7 years • Trustee and committee members contact details - 7 years • Lottery records - 7 years • Management Committee and AGM minutes - Indefinitely
Partnership working	<p>Rickingham Village Hall provides bar services in partnership with The Bell Hotel, Rickingham. In the event that professional bar services are requested, we will share necessary information with the hotel management.. Hotel Management are aware of this agreement.</p>
Data Security	<p>The organisation will take steps to ensure that personal data is kept secure at all times against unauthorised or unlawful loss or disclosure. The following measures will be taken: Computers used for processing data are privately owned by committee members. They are protected by firewalls and antivirus software.and by domestic security of the houses within which they are kept. Family members may have access to these computers. Backup may be either on site or off site on password protected Cloud servers.</p> <p>Any unauthorised disclosure of personal data to a third party by a volunteer or trustee may result in transmutation of said volunteer.</p> <p><i>The Management Committee is accountable for compliance of this policy. A Trustee, Committee Member or volunteer could be personally liable for any penalty arising from a breach that they have made. The Management Committee has limited insurance in the event of a breach.</i></p> <p><i>Any unauthorised disclosure made by a volunteer may result in the termination of the volunteering agreement.</i></p>
Procedure in	<p>When a breach of data protection occurs, consideration will be given to reviewing practices. In addition Rickingham</p>

case of a breach	Village Hall Management Committee will consider whether the breach should be reported to the Information Commissioner and/or to any partners with which we hold Information Sharing or Partnership Agreements.
Subject Access Requests	<p>Anyone whose personal information we process has the right to know:</p> <ul style="list-style-type: none"> • What information we hold and process on them • How to gain access to this information • How to keep it up to date • What we are doing to comply with the Act. <p>They also have the right to prevent processing of their personal data in some circumstances and the right to correct, rectify, block or erase information regarded as wrong.</p> <p>Individuals have a right under the Act to access certain personal data being kept about them on computer and certain files. Any person wishing to exercise this right should apply in writing to: The Chairman of RVHMC. We may make a charge of £10 on each occasion access is requested.</p> <p style="padding-left: 40px;">The following information will be required before access is granted:</p> <ul style="list-style-type: none"> • Full name and contact details of the person making the request • Their relationship with the organisation (former / current member, trustee or other volunteer, service user • Any other relevant information- e.g. timescales involved <p>We may also require proof of identity before access is granted. Queries about handling personal information will be dealt with swiftly and politely. We will aim to comply with requests for access to personal information as soon as possible, but will ensure it is provided within the 40 days required by the Act from receiving the written request and relevant fee.</p>
Review	This policy will be reviewed annually in July to ensure it remains up to date and compliant with the law.
Declaration	<p>I confirm I have read and understood Rickingham Village Hall's Data Protection Policy and will act in accordance with it.</p> <p>I am connected with this organisation in my capacity as a</p> <ul style="list-style-type: none"> <input type="checkbox"/> Volunteer <input type="checkbox"/> Trustee / Management Committee member <p>Signature: Print name: Date:</p> <p>Please return this form to the Chairman RVHMC</p>