

# Woodbridge Community Hall Management Committee

Registered Charity number 1153286

## Data Protection Policy

Woodbridge Community Hall Management committee needs to collect and keep certain information about its trustees, employees, volunteers and users in order to carry out its day to day operations and to meet its objectives and comply with legal obligations.

The aim of this policy is to ensure those who handle personal data are fully aware of the requirements and act in accordance with data protection procedures in line with the principles of the Data Protection Act 1998, personal data will be:

- Obtained fairly, lawfully and for specific and lawful purposes.
- Adequate, relevant but not excessive.
- Accurate and kept up to date.
- Held no longer than necessary.
- Processed in accordance with the rights of data subjects.
- Subject to appropriate security measures.
- Whilst we endeavour to protect your personal data appropriately, security can never be 100% and if there is any breach which might expose you to risk we will notify you as soon as practicable.

Personal information collected will normally consist of names, addresses, telephone numbers and email addresses for:

- Trustees
- Volunteers
- Employees
- Donors and Supporters.
- The primary contact points for regular user groups, such as chair, treasurer or secretary.
- Occasional hirers and their nominated representatives.
- Contractors.
- Regular patrons and attendees of events.

Additionally, employees will be required to provide bank account details and National Insurance Number to enable payment of wages, Hirers may be asked to provide bank details.

Data collected will:

- Be processed for the purposes stated only.
- Be accurate and up to date.
- Never be sold or shared with third parties without your consent.
- Be erased as soon as out of date or when no longer necessary.

Emails sent to a restricted group such as the Management Committee may show recipient addresses with prior consent.

You have the right under GDPR:

- To see the personal data we hold about you.
- To object to or restrict how your personal data is processed.
- To have your personal data transferred to yourself or to another business in certain circumstances.
- To take any complaints about how we process your personal data to the information Commissioner.

June 2022