

The Victoria Hall

(Registered Charity No: 301961)

Data Protection Policy

Data Protection Policy

We are committed to a policy of protecting the rights and privacy of individuals. We need to collect and use certain types of Data in order to carry on our work of running The Victoria Hall. This personal information must be collected and handled securely. The Data Protection Act 1998 (DPA) and General Data Protection Regulations (GDPR) govern the use of information about people (personal data). Personal data can be held on computers, laptops and mobile devices, or in a manual file, and includes email, minutes of meetings, and photographs. The charity (The Victoria Hall) will remain the data controller for the information held. The trustees and volunteers are responsible for processing and using personal information in accordance with the Data Protection Act and GDPR. Trustees and volunteers who have access to personal information will therefore be expected to read and comply with this policy. The purpose of this policy is to set out The Victoria Hall's commitment and procedures for protecting personal data.

Trustees regard the lawful and correct treatment of personal information as very important to successful working, and to maintaining the confidence of those with whom we deal with. We recognise the risks to individuals of identity theft and financial loss if personal data is lost or stolen.

Applying the Data Protection Act within the charity, we will let people know why we are collecting their data, which is for the purpose of managing/running the hall, its hirings and finances. It is our responsibility to ensure the data is only used for this purpose. Access to personal information will be limited to trustees and volunteers.

Correcting data - Individuals have a right to make a Subject Access Request (SAR) to find out whether the charity holds their personal data, where, what it is used for and to have data corrected if it is wrong, to prevent use which is causing them damage or distress, or to stop marketing information being sent to them. Any SAR must be dealt with within 30 days. Steps must first be taken to confirm the identity of the individual before providing information, requiring both photo identification e.g. passport and confirmation of address e.g. recent utility bill, bank or credit card statement. The Victoria Hall is the Data Controller under the Act, and is legally responsible for complying with Act, which means that it determines what purposes personal information held will be used for. The Victoria Hall Committee will take into account legal requirements and ensure that it is properly implemented, and will through appropriate management, apply strict application of criteria and controls:

- a) Collection and use of information fairly.
- b) Specify the purposes for which information is used.

c) Collect and process appropriate information, and only to the extent that it is needed to fulfil its operational needs or to comply with any legal requirements.

d) Ensure the quality of information used.

e) Ensure the rights of people about whom information is held, can be exercised under the Act.

These include:

i) The right to be informed that processing is undertaken.

ii) The right of access to one's personal information.

iii) The right to prevent processing in certain circumstances.

iv) The right to correct, rectify, block or erase information which is regarded as wrong information.

f) Take appropriate technical and organisational security measures to safeguard personal information.

g) Treat people justly and fairly whatever their age, religion, disability, gender, sexual orientation or ethnicity when dealing with requests for information.

h) Set out clear procedures for responding to requests for information.

All trustees, staff and volunteers are aware that a breach of the rules and procedures identified in this policy may lead to action being taken against them. The Victoria Hall has not appointed a Data Protection Officer. If at some point it chooses to do so then that person will be named here in the policy document. This policy and associated procedures will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments made to the Data Protection Act 1998.