



## **Garvestone Village Hall (New Build) Ltd**

### **Data protection & Privacy policy**

#### **Policy Statement**

Garvestone Village Hall (New Build) Ltd (GVH), corporate trustee of Garvestone and Thuxton Village Hall (TGI), recognises that it has statutory obligations under the Data Protection Act 1998 and General Data Regulations 2018 to maintain accurate data that is safe from unauthorised use and access. This document sets out the procedures that the Company will undertake to ensure that it complies with its legal obligations.

#### **Procedure**

GVH has identified the Members/Trustees as the people responsible for the data protection policy. All trustees will be responsible for ensuring that the policy is complied with by the organisation. All organisations using the premises will be expected to follow the principles of the policy. The policy will be reviewed annually.

#### **Collecting and storing data**

Only data that furthers the objectives of GVH or TGI will be collected and stored, and no 'sensitive data' will be requested or stored. Data will include membership details which will not be shared. When data is collected from customers, the individual will give their written consent to the storage and use of this data. Only this data will be stored electronically and secured by encryption and password protected. Customers have the right to request what information is held by our organisations.

No unauthorised transmission of data regarding an individual will be transferred from one person to another person/organisation without that person's knowledge. Information transferred outside the organisation will require specific consent. This applies to sharing of information with Norfolk Constabulary which may take place with the consent of the hirer.

Data no longer required will be disposed of in a safe and secure manner. Membership data will be held only whilst membership is current. On termination of membership, the information relating to that member will be securely destroyed after one year.

Any data collected on children or young people will be with the knowledge and written permission of the person with their parental responsibility.

Trustees or volunteers who have authorised access to personal data should not use or disclose information in any manner that is incompatible with the purpose for which it is being held. No personal information will be disclosed by telephone.

**Approved on 2<sup>nd</sup> July 2021**

.....S. Smith..... (Chair)

This policy will be reviewed annually.

Next review Oct. 2021

Version June 2021