

MOTCOMBE MEMORIAL HALL AND RECREATION GROUND TRUST

DATA PROTECTION POLICY

The Trustees of Motcombe Memorial Hall and Recreation Ground (hereinafter referred to as "the Trustees") are responsible for ensuring compliance with the Data Protection Act 1998 and are committed to observing the eight data protection principles outlined in the Act.

1. The Trustees realise how important it is to you that your personal information remains secure. This policy sets out our rules on data protection and the legal conditions that must be satisfied in relation to the obtaining, handling, processing, storage, transportation and destruction of personal information.

2. To this end, the Bookings Secretary and, as relevant, the Trustees and members of the Hall Management Committee will take all reasonable steps to:

- ensure that data is collected and used fairly and lawfully and not susceptible to unlawful access
- process personal data for meeting only our operational needs or legal requirements
- ensure that personal data is up to date and accurate
- establish appropriate retention periods for holding personal data
- ensure that the rights of data subjects are preserved and can be appropriately exercised
- provide adequate security measures to protect personal data
- ensure that key volunteers and staff, particularly those who handle your data, are made aware of and, as necessary, trained in good data protection practice or know where to find further guidance
- ensure that queries about data protection are dealt with effectively and promptly
- regularly review our data protection procedures and guidelines
- not sell your information to third party organisations or share it with third

parties for their benefit without your consent

3. Please note that personal information is collected directly from you when you interact with the Booking Secretary (e.g. signing up for raffles and draws, live event streaming, theatre and other live events, a cinema night or group hire of or to hold an event in any Trust premises or the Recreation Ground).

4. This information is collected in order to keep in touch with you and to supply you with information regarding events through emails and other electronic or social media and newsletters. This information will typically include your name, telephone number and postal and email addresses. You will be notified should there be a change in the purpose for holding your information.

5. If you cease to have an active relationship with us or request to receive no further information or wish to change your data, you should inform the Data Protection Officer (details below) who will ensure your data is changed or deleted, as appropriate.

(Name and contact details)

Signed.....
Chairman of the Trustees

Dated.....