



Section 3

Weedon Village Hall

GDPR Policy Statement

1. Weedon Village Hall Committee members and Trustees need to keep personal data about its committee members, Trustees, hirers, employees, volunteers and supporters, in order to carry out management of the Hall activities.
2. We will collect, store, use, amend, share, destroy or delete personal data only in ways which protect people's privacy and comply with the General Data Protection Regulation (GDPR) and other relevant legislation.
3. We will only collect, store and use the minimum amount of data that we need for clear purposes, and will not collect, store or use data we do not need.
4. We will only collect, store and use data for:
 - ♦ purposes for which the individual has given explicit consent.
 - ♦ purposes that are in the Village Halls legitimate interests, or
 - ♦ contracts with the individual whose data it is, or
 - ♦ to comply with legal obligations, or
 - ♦ to protect someone's life, or
 - ♦ to perform public tasks.
5. We will provide individuals with details of the data we have about them when requested by the relevant individual.
6. We will delete data if requested by the relevant individual, unless we need to keep it for legal reasons.
7. We will endeavour to keep personal data up-to-date and accurate.
8. We will store personal data securely.
9. We will keep clear records of the purposes of collecting and holding specific data, to ensure it is only used for these purposes.
10. We will not share personal data with third parties without the explicit consent of the relevant individual, unless legally required to do so.
11. We will endeavour not to have data breaches. In the event of a data breach, we will endeavour to rectify the breach by retrieving any lost or shared data back. We will evaluate our processes and understand how to avoid it happening again. Serious data breaches which may risk someone's personal rights or freedoms will be reported to the Information Commissioner's Office within 72 hours, and to the individual concerned.
12. To uphold this policy, we will maintain a set of data protection procedures for our committee and volunteers to follow.

This policy will be reviewed every **two** years

Date.....

Signature (Chair).....Print

Signature (Secretary)..... Print.....