

APPLESHAW VILLAGE HALL

General Data Protection Regulations Policy

The Trustees of Appleshaw Village Hall hold from time to time the personal details of village residents, hirers and others who wish to be informed of events held in the Hall or related to a booking of Appleshaw Village Hall.

The Trustees will hold such information for as long as it is needed for reporting Hall bookings and as long as a villager is resident or until requested to remove the details from the directory.

The Trustees will not pass information to a third party without specific permission and will only be used by Trustees, Caretaker and the Bookings Manager.

The Trustees will maintain an audit of information held, by whom and for what purposes.

The Trustees will retain personal information only on receipt of written confirmation from the owner of the information which may include a copy of an e-mail giving such permission or by making a Hall booking using our Booking Form.

The Trustees will carry out an annual audit to remove names of those who have moved or requested their details be removed. A record of the audit will be retained with the Minutes of the Trustees meeting following the audit.

When using personal information to contact residents, hirers and others the BCC facility will be used so that no-one can obtain personal information of other recipients and a privacy notice will be included in mail-outs.

Website Contact Form details will only be stored on our website server in the UK and our Bookings Manager, Website Developer and Trustees will only access this to reply to your message. The contact form submission data — IP address, user agent, name, email address, website, and message — is submitted to the Akismet service (also owned by Automattic) for the sole purpose of spam checking. The actual submission data is stored in the database of the Trustees and is emailed directly to our Bookings Manager. This email will include the submitter's IP address, timestamp, name, email address, website, and message.

All information will be kept on password protected computers that have current anti-virus protection and are kept regularly updated.

Any information relating to safeguarding issues will be kept in a locked filing cabinet or safe.

The Trustees will keep records of safeguarding issues and copies of the Minutes of meetings in perpetuity and financial records for seven years from the end of the financial year to which they apply.

Any breaches of the regulations are to be reported to the Data Protection Officer at the time of the breach with details of action taken to mitigate the effects of the breach. Full details are to be recorded in the Minutes of the next Trustees meeting.

Date of acceptance by the Trustees _____

Signed _____ Chairman.