

Sturminster Marshall Memorial Village Hall.

Charity No. 301186

Data Protection Policy

Introduction/Purpose

In accordance with the provisions of the Data Protection Act 2018 incorporating the General Data Protection Regulation (GDPR). The Sturminster Marshall Memorial Village Hall is committed to a policy of protecting the rights and privacy of individuals and how appropriately uses and processes the personal data that is collected in respect of hirers, trustees and event attendees.

- The General Data Protection Regulations (GDPR) came into effect in May 2018, impacting how village and community halls manage personal data. It is overseen by the Information Commissioner's Office (ICO) who will take a proportionate approach to enforcement, focusing on organisations.
- Each organisation has Data controllers who must ensure personal data is held securely, used for legitimate purposes, and disposed of when no longer needed.
- We collect certain types of data for the purposes of carrying out our work of managing the Sturminster Marshall Memorial Village Hall. This personal information must be collected and handled securely.

Aims and Responsibilities

Sturminster Marshall Memorial Village Hall is committed to following the provisions detailed in the Data Protection Act 2018. The Trustees regard the lawful and correct treatment of personal information as vital 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.

Definitions:

The Data Controller - The Trustees of the Sturminster Marshall Memorial Village Hall is the Data Controller, and they are legally responsible for complying with Act, which means that it determines what purposes personal information is held and for what purposes,

Data Protection Officer – the person responsible for ensuring that Sturminster Marshall Memorial Village Hall follows its data protection policy and complies with the Act.

The Data Protection Officer is Stephen Gerry

Contact Details: steve.z.gerry@gmail.com

Data Subject – the individual whose personal information is being held or processed by the Sturminster Marshall Memorial Hall. i.e. a donor, a trustee, a volunteer or a hirer.

Information Commissioner's Office (ICO) - the ICO is responsible for implementing and overseeing the Data Protection Act 2018.

Processing – means collecting, amending, handling, storing or disclosing personal information.

Personal Information – information about living individuals that enables them to be identified – e.g. names, addresses, telephone numbers and email addresses.

Privacy Notice - A privacy notice lets people know what information you have and what you'll do with it. It is reviewed and updated on a regular basis as required using the template on the Information Commissioners website.

The Data Protection Principles

The Act contains 8 principles for processing personal data with which we must comply.

Personal data:

1. Shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
2. Shall be obtained only for one or more of the purposes specified in the Act, and shall not be processed in any manner incompatible with that purpose or those purposes,
3. Shall be adequate, relevant and not excessive in relation to those purpose(s)
4. Shall be accurate and, where necessary, kept up to date,
5. Shall not be kept for longer than is necessary,
6. Shall be processed in accordance with the rights of data subjects under the Act,
7. Shall be kept secure by the Data Controller who takes appropriate technical and other measures to prevent unauthorised or unlawful processing or accidental loss or destruction of, or damage to personal information,
8. Shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal information.

Applying the Data Protection Act within Sturminster Marshall Memorial Village Hall:

- We will let people know why we are collecting their data, and for the purpose of managing the hall, its lettings and finances. It is our responsibility to ensure the data is only used for this purpose for which it is collected. . Data that is not needed for these purposes will not be collected. Access to personal information will be limited to Trustees, staff and volunteers.
- Subject Access Requests - Individuals have a right to make a Subject Access Request and to be given access to the personal data that an organisation holds, where, it is stored and what it is used for and to have data corrected if it is wrong, to prevent use which is causing them damage or distress, and to stop marketing information being sent to them. A subject access request must be dealt with within 30 days of receipt and steps must first be taken to confirm the identity of the individual before information is provided.

Close-circuit Television (CCTV)

The Sturminster Marshall Memorial Village Hall operates a close-circuit television system (CCTV) for the purposes of security and safety, including crime prevention and detection. It is also used to promote community safety, deter vandalism and identify anti-social behaviour.

Cameras are located externally in 5 places around the building and internally, with one camera located in the main corridor. A statement of use is clearly displayed alongside each camera and the Trustees collect the minimum of data evidence. Footage from the cameras will be stored securely in a locked storage unit and digitally. It will only be retrieved if there is suspicion of damage to property or personnel, risk of forced entry or anti-social behaviour, when it will be shared with the police and the parish council.

Access to any footage is limited to the Trustee appointed to manage the system. The named Trustee is: **Steve Gerry, Data Protection Officer.**

Review and Action

- We will discuss and regularly review this policy annually, and adjust our practices as required, to ensure that it reflects up to date legislation and best practice.
- We will assess any significant new or revised Village Hall policy or and procedure as it relates to Data Protection.
- 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 Data Protection Officer will be responsible for ensuring that the policy is implemented and will have overall responsibility for a) everyone processing personal information understands that they are responsible for following good data protection practice and they are trained to do so.
 - Data is kept secure to prevent unauthorised or unlawful processing and disclosure of personal data, and accidental loss of personal data.

Policy Agreed and Adopted _____

Signed _____

Date: 3 June 2025