



Garvestone Village Hall (New Build) Ltd

Data protection policy

Policy Statement

Garvestone Village Hall (New Build) Ltd (GVH) recognises that it has statutory obligations under the Data Protection Act 1998 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 Chair as the person responsible for the data protection policy. 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 will be collected and stored. This will include membership details which will not be shared. When data is collected from customers, the organisation will inform the individual of the purpose and use of this data.

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 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.

Approved on 15th October 2015

..... (Chair)

This policy will be reviewed annually.

Next review Oct. 2016