



Personal data procedure

This procedure sets out what personal data we collect, what we do with it, and how we store and handle it. We collect personal data belonging to two groups of people – committee members, and hirers/enquirers.

Data we collect

Committee members' personal data

Committee members provide personal data to the committee secretary: full name, postal address, date of birth, telephone number, email address. We keep this personal data while the committee member remains in office. We record the consent of committee members for sharing their data.

Hirers/enquirers' personal data

Hirers and enquirers provide personal data to the bookings secretary: name and contact details.

- For regular hirers, we keep this data while they continue to regularly hire the hall.
- For occasional hirers, we keep this data until the year-end accounts are signed off, in case there are any financial queries about the booking.
- For enquirers, we keep this data until we have a confirmed booking or it is apparent a booking is not going ahead.

Hirers may also provide personal data via the accident book, which is kept in the village hall and should be completed for any accident which requires treatment and any 'near miss'.

What we do with the personal data we collect

Committee members' personal data

We share all personal data with the Charity Commission.

We share the email address and phone number of all committee members with all other committee members. Email is our main means of communication between meetings.

We share contact details of the committee's officers with members of the public.

We may share contact details of other committee members with hirers/enquirers (for example, if a committee member is providing cover for the bookings secretary).

Hirers/enquirers' personal data

The bookings secretary will share relevant personal data with the treasurer, and may if necessary share personal data with other officers (for example, if there is an insurance claim relating to a booking).

We use the personal data hirers/enquirers provide, to communicate with them about their booking.

We may also use the personal data of hirers/enquirers for our own surveys of, and consultation with, village hall users.

We do not share the personal data of hirers/enquirers with third parties, except in the event of an insurance claim or legal action.

The Treasurer (as she is the most local) will check the accident book weekly, remove any completed forms from the book, and pass them promptly to the secretary for long-term storage. Any issues will be reported to the data protection officer, so that they can share anonymised information about accidents and near misses at each committee meeting. The secretary will store completed forms for 7 years from the end of the financial year. This will be scanned and stored electronically and date order, enable the completed forms to be destroyed at the appropriate time.

How we store and handle the personal data we collect

Committee members' personal data

The secretary stores this personal data securely on an excel file, which is saved to a PC. This is not password protected. A hard copy of this document is kept in a ring binder, marked confidential, which is kept at the home of the Secretary. The Secretary is responsible for updating the excel spreadsheet and for shredding any paper copy when a committee member retires, or their details change.

The secretary sends personal data to the Charity Commission and updates the Charity Commission if it changes. All updates are made electronically through the Charity Commission website

We use 'To' or 'cc' to send emails to other committee members, otherwise the 'reply all function' does not work.

All committee members accept that an inevitable result of email communication is that the devices, computers and email providers we all use will automatically store our email address for future use, including uses we have not foreseen. When a committee member retires, they can ask for 'complete deletion', and all committee members will use their best endeavours to delete the retiring member's contact information from their devices, computers, and email provider.

Hirers/enquirers' personal data

The booking secretary retains the booking forms in a file. This file is kept at the booking secretary's home address. These forms are also kept on the booking secretary's personal laptop, which is password protected.

The secretary sends personal data to the treasurer by email.

If we email hirers/enquirers, we do not cc other committee members or other hirers/enquirers, because this would be sharing personal data with people who do not need it and are not entitled to see it.

If we email multiple hirers/enquirers simultaneously (for example, about a change in hiring rates, or to conduct a survey), we use bcc to do this. Information about the hirer and the booking, form part of our financial records, so we keep this data for 7 years after the financial year end. The treasurer is responsible for shredding any paper copy containing these personal details when the financial retention period ends.

Data breaches

We have a data protection officer. All committee members undertake to inform the data protection officer within 24 hours if they wrongly disclose, use, or lose, contact details or other data about committee members or hirers/enquiries; or if such data is stolen from them.

The data protection officer will make enquiries about the breach, to establish how it happened and how we can resolve the issue. The data protection officer will also tell the Information Commissioner's Office.

Subject access requests

Anyone who believes we hold data about them, can ask to see all the data we hold about them. Only the secretary, bookings secretary and treasurer store personal data. The data protection officer will co-ordinate the response to a subject access request.

Our privacy notice

We collect personal information necessary to run the village hall legally and safely. We keep your personal information for 7 years from the end of the current financial year, or longer if you have a continuous regular booking with us. We use this information to manage your booking and payment. We may also use it to contact you for surveys or consultations about use of the village hall. We do not share your personal information with anybody else, other than our insurers and our legal advisors, if necessary.

Rev B	22 June 2021
Approved	29 June 2021
Review	June 2022