



SLITTING MILL VICTORY HALL

(Registered Charity No. 522768)

Slitting Mill Road
Slitting Mill
Staffordshire
WS15 2UW

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Data Protection & Privacy Policy

1. Introduction

The Slitting Mill Village Hall is committed to a policy of protecting the rights and privacy of individuals. It needs to collect and use certain types of Data in order to carry on work of managing the village hall. This personal information must be collected and handled securely. The Data Protection Act 1998 (DPA) and General Data Protection Regulations (GDPR) govern the use of information about people (personal data).

Personal data means any information relating to an identified or identifiable person ie: name, address, email address, photograph, telephone numbers. It can held on computers, laptops and mobile devices, or in a manual file, and includes email, minutes of meetings, and photographs.

2. GDPR Regulatory Body

The Information Commissioner's Office (ICO) is an executive non-departmental public body sponsored by the Department for Science, Innovation and Technology. It is the UK's regulator for information rights and protects the public interest, promoting openness by public bodies and data privacy for individual.

3. Lawful basis for processing personal data

There are six lawful bases for processing personal data:

1. Consent of the individual
2. Performance of a contract
3. Compliance with a legal obligation
4. Necessary to protect the vital interests of a person
5. Necessary for the performance of a task carried out in the public interest
6. Legitimate interests

4. Personal Data

Personal data* will only be collected in order to facilitate management of the hall. It will not be shared with a third party unless either for the purpose of managing the hall, or specific consent has been given.

Individuals have the right to request their personal data to be deleted by contacting the SMVH Chair or Secretary at the above address.

SH Village Hall will use the legitimate interests bases for circulating minutes/newsletters to its trustees, councillors, committee members, volunteers and hirers.

*Personal data (for members/volunteers) may include: Name, Address, Phone Number and Email Address.

*Personal data (contractors/suppliers) may include: Name, Address, Phone Number, Email Address, Bank Account details, Insurance details.

5. Data Security

SMVH data processors will use appropriate technical and organisational measures (eg. password protection, anti-virus and malware protection, secure wi-fi, limited access, confidential shredding) to ensure personal data is secure within the systems used. Measures will be taken against unauthorised or unlawful processing of personal data and all SMVH data processors will sign this policy to comply in agreement. This agreement will minimise any risk to personal data being compromised.

6. Data Breach

A personal data breach means a breach of security leading to the destruction, loss, alteration unauthorised disclose of, or access to personal data. Any such breaches need to be notified to the SM Village Hall Secretary immediately who will determine the severity/impact of the breach and whether the breach is likely to result in a high risk to the rights and freedoms of individuals. They will also be responsible for reporting any breach (where necessary) to the Information Commissioners Office (ICO) within 72 hours of incident reported. **ICO helpline:** 0303 123 1113

7. Data Processor agreement

Trustees, councillors, committee members and volunteers with access to personal data are personally responsible for processing and using personal information in accordance with the Data Protection Act 1998 and GDPR and will therefore be expected to read and comply with this policy and conditions below:

1. Not to use personal/sensitive data for any other purpose than management of the SM Village Hall.
2. To ensure all SM Village Hall data is securely held ie password protected/internet security (PC, laptop, mobile, tablet, memory stick used for village hall purpose. The same applies to paper files.
3. Agree not to share any data with a third party unless specific consent has been given.
4. Agree to confidentially destroy any data no longer required (ie when people leave).
5. Ensure the accident book is checked and any page completed to be torn out, appropriately actioned and then filed securely.
6. Ensure postal correspondence where applicable is sent direct to the SM Village Hall.
7. Archived documents such as deeds, minutes, books etc to be kept securely in a locked filing cabinet.

8. Photographic Consent

From time to time the SMVH may wish to use photographs of the committee members / volunteers in newsletters and promotional materials and other purposes deemed appropriate by the SMVH Chair for the purpose of advertising or to secure grants etc. All stakeholders will have the option to opt-out of their image being taken by speaking to one of the SMVH Trustees or emailing slittingmillvillage@gmail.com

9. Cookies

The SMVH website uses essential cookies only which are necessary for the functionality of the website.