**Data Protection Policy**

**Purpose**

This Data Policy applies to Severn beach Village Hall & Playing Fields, Charity Number 265636 and to the website at [www.severnbeachvillagehall.co.uk](http://www.severnbeachvillagehall.co.uk) (“Website”). We at Severn beach Village Hall & Playing Fields take your privacy seriously. This policy covers the collection, processing, and other use of personal data under the General Data Protection Regulations (“GDPR”). It explains what personal information we collect and how we use it. Severn beach Village Hall & Playing Fields will collect your personal information when you make direct enquiries with us, becoming a Trustee, on signing our Hire Agreement, by visiting our website or by registering to receive information on events through our e-mailing system. For the purpose of the GDPR, Severn beach Village Hall & Playing Fields is a data controller and any enquiry regarding the collection or processing of your data should be addressed to the Chairperson, 7 Prospect Road, Severn Beach, Bristol, BS35 4QB.

**Definitions**

Personal data is information about a person which is identifiable as being about them. It can be stored electronically or on paper and includes images and audio recordings as well as written information. Data protection is about how we, as an organisation, ensure we protect the rights and privacy of individuals, and comply with the law, when collecting, storing, using, amending, sharing, destroying, or deleting personal data.

**Responsibility**

Overall and final responsibility for data protection lies with the Severn beach Village Hall & Playing Fields trustees, who are responsible for overseeing activities and ensuring this policy is upheld. All volunteers are responsible for observing this policy, and related procedures, in all areas of their work for the group.

**Overall policy statement**

Severn beach Village Hall & Playing Fields needs to keep personal data about committee members, volunteers, hirers, and supporters in order to carry out group activities.

We will collect, store, use, amend, share, destroy or delete personal data only in ways which protect people’s privacy and comply with the General Data Protection Regulations (GDPR) and any other relevant legislation.

We will only collect, store, and use the minimum amount of data that we need for clear purposes, and will not collect, store, or use data we do not need.

We will only collect, store, and use data for:

* Purposes for which the individual has given explicit consent, or
* Purposes that are in our group’s legitimate interests, or
* Contracts with the individuals who data it is, or
* To comply with legal obligations, or
* To protect someone’s life, or
* To perform public tasks.

We will provide individuals with details of the data we have about them when requested by the relevant individual.

We will delete data if requested by the relevant individual, unless we need to keep it for legal reasons.

We will endeavour to keep personal data up-to-date and accurate.

We will store personal data securely.

We will keep clear records of the purposes of collecting and holding specific data, to ensure it is only used for these purposes.

We will not share personal data with third parties without the explicit consent of the relevant individual, unless legally required to do so.

We will endeavour not to have data breaches, In the event of a data breach, we will endeavour to rectify the breach by getting any lost or shared data back. We will evaluate our processes and understand how to avoid it happening again. Serious data breaches which may risk someone’s personal rights or freedoms will be reported to the information Commissioners Office within 72 hours, and to the individual concerned.

To uphold this policy, we will maintain a set of data protection procedures for our committee and volunteers to follow.

**Retention of Data**

Severn Beach Village Hall and Playing Fields will not hold personal data longer than necessary. There are certain legal requirements or recommendations which mean that we will keep documents for a minimum period.

These are given in the table below:

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| --- | --- | --- |
| **Data Source** | **Retention Period** | **Example** |
| Receipts & Invoices | Keep for 6 years from end of current financial year. | Receipts, invoices, accounts |
| Booking/Hirer information | Kept for 3 years from the end of the current financial year | Hirer agreements |
| Financial donors | Kept for 6 years from end of current financial year. | Names, address |
| Management committee and AGM Minutes | Stored electronically for an indefinite period, for reference purposes. | Minutes of meetings |
| Trustee information | Necessary information to be retained for duration of service plus 3 years.  May be kept by charity commission in line with their retention periods. | Trustee agreements, Charity commission annual return. |

**Your rights**

The GDPR give you the right to access information held about you by us. Please write to us or contact us by email if you wish to request confirmation of what personal information, we hold relating to you. You can write to us at the address above or by email to info.sbvh@gmail.com. There is no charge for requesting that we provide you with details of the personal data that we hold. We will provide this information within one month of your requesting the data.

You also have the right to change the permissions that you have given us in relation to how we may use your data. You also have the right to request that we cease using your data or that we delete all personal data records that we hold relating to you. You can exercise these rights at any time by writing to us at the address above or by email to info.sbvh@gmail.com