

CHOP GATE VILLAGE HALL reg. charity 1155975

DATA PROTECTION POLICY

Privacy Notice

Chop Gate Village Hall Trust provides a building for the use of residents and visitors to Chop Gate and the surrounding area. To enable the Trustees to run the facility in a manner the governing document dictates, they require the name, address and contact details of those hiring the premises or making donations to the Trust, solely for accounting purposes. These details will be securely kept in compliance with Data Protection regulations for the designated period and not supplied to other organisations or individuals. Everyone who has their details lodged with the Trust may apply in writing for a copy of their details, and they may withdraw or correct the information by writing to The Treasurer, West Cote, Chop Gate, Middlesbrough TS9 7JF.

Purpose for the Data Protection Policy.

The Trustees have a responsibility to hold information about individuals and this policy shows how, who and for how long information will be held. On the 25th May, 2018 the EU General Data Protection Regulation (GDPR) comes into being and supersedes all previous Data Protection legislation, even when the UK has left the EU this legislation will probably be the basis of all future legislation.

Our Legal Basis for Using People's Data.

Everything we do with records about individuals – obtaining the information, storing it, using it, sharing it, even deleting it – will have an acceptable legal basis. There are six of these:

- Consent from the individual (or someone authorised to consent on their behalf)
- Where it is *necessary* in connection with a contract (hiring) between the Trust and the individual.
- Where it is *necessary* because of a legal obligation.
- Where it is *necessary* in an emergency, to protect an individual's 'vital interests'.

- Where it involves the exercise of a public function – i.e. most activities of most government, local government and other public bodies.
- Where it is *necessary* in our legitimate interests, as long as these are not outweighed by the interests of the individual.

We will demonstrate consent by a record, normally the Hiring Agreement form, of whom gave it, when they gave it, how they gave it (e.g. by electronic means, on a form or verbally) and what they consented to.

Trustees Personal Data

To conform with legal requirements set by the Charity Commission, all trustees of a charity must provide personal data in the form of name, address, date of birth and names of other charities they are trustees of, the Charity Secretary must also give telephone and email contact details. This information is held by the Charity Commission on their website and can be accessed only by the charities password but the names of the trustees and their positions on the trustees committee can be accessed by the general public on a separate website.

What Details the Trust Will Not Hold.

The Trust will not request or hold the following information unless explicit consent is given:

- Racial or ethnic origin.
- Political opinions.
- Religious or philosophical beliefs.
- Trade Union membership
- Genetic or Biometric data
- Health data or data concerning sex life or sexual orientation.

Transparency & Purposes.

This includes:

- The identity and contact details for the Trust – The Charity Secretary, West Cote, Chop Gate, Middlesbrough TS9 7JF. The people responsible for the Trusts data protection are the Trustees.

- The data will be used to register the hiring of Chop Gate Village Hall or any part thereof and the invoicing for payment for the hiring, this is to comply with legal requirements set down in the Trusts governing document and accountancy procedures (SORP) in line with Charity Commission regulations.
- The data is required for the furtherance of the Trusts business.
- The data will be stored as follows:
 - A child's data will be stored until they reach their 18th birthday and for 3 years thereafter.
 - An adult's data will be stored for 3 years after the last hiring or contact with Chop Gate Village Hall.
- If an individual wants to see their personal information, they must make the request in writing.
- An individual can withdraw consent if that is the legal basis for processing (but not retrospectively) and do so in writing.
- The Trust will give information to the individual on request regarding the form of their data, whether statutory or contractual or a requirement necessary to enter into a contract, as well as whether the data subject is obliged to provide the personal data and of the possible consequences of failure to provide such data.

Direct Marketing and Fundraising.

Chop Gate Village Hall does not use direct marketing so personal data will not be used to contact people for this means of publicity or fundraising. The Trust does not become involved with fundraising for the charity other than by grants from Trusts and Foundations where personal data is not required.

Responsibilities

Responsibility for compliance with Data Protection lies with the organisation, not with a specific individual. The Trustees as a body are responsible for keeping up to date with data protection procedures and legal requirements, including reporting data breaches to the ICO within 72 hrs and processing an individual's request for their personal data within one month.