



## The Hindmarsh Hall

### Data Protection Policy

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As a necessary part of their activities the Hindmarsh Hall Trustees hold records of the personal details of individuals and are aware of their responsibilities for the proper and secure management of this information under the Data Protection Act 2018 and associated legislation.

#### **1. Types of data and where they are stored.**

The information consists of the names, addresses, and contact information (telephone numbers, e-mail addresses etc) of those:-

- (a) who hire the Hall
- (b) who are involved in events organised by the Trustees.
- (c) who are Trustees, volunteers, helpers, donors, or other supporters

The data stored may also include banking details (account names, account numbers, and bank sort codes) for individuals and organisations to whom the Treasurer needs to make payments electronically.

The Secretary also holds that biographical information about Trustees which is required for their approval by the Charities Commission.

No other sorts of personal information about individuals are requested or maintained.

The data are stored on the computers of Trustees dependent upon their individual areas of responsibility.

#### **2. Handling the data**

Trustees are individually responsible for the information stored on their own computers and are required to:-

- (a) ensure the security of their systems against hacking
- (b) use the data solely for the purposes for which they were obtained
- (c) ensure the data are accurate and up-to-date

- (d) under no circumstances pass any data to a third party without the express consent of the individual concerned. If the information is already in the public domain, as in the case of an individual running a business who publicises their contact details, this permission may be inferred, but care should be taken that any additional private information such as a personal mobile phone number is not released.
- (e) delete the data when no longer required.

### **3. Access to Data**

Booking and application forms inform individuals that their data will be stored for administrative purposes and only for the reasons for which they were obtained, that they will not be released to a third party without their express permission in advance, and that they are entitled to access any of their personal data held by the Hall Trustees to check them for accuracy and to ensure they are being properly used. Any concerns in this respect should be addressed to the Chair or the Secretary.

Policy adopted            February 2022

Next Review              February 2023