

SHOREHAM VILLAGE HALL

DATA PROTECTION POLICY

Author	Ralph Abbott
Issue Date	1 April 2023
Review Date	1 April 2025

General Policy Statement

Shoreham Village Hall Committee (SVHC) is responsible for administering the requirements of the Data Protection Act 1998 (DPA) and General Data Protection Regulations (GDPR). These govern the use of information about people (personal data). Personal data can be held on computers, laptops and mobile devices, or in a manual file, and includes email, minutes of meetings, and photographs. The charity is the Data Controller for the information held.

Definitions

Term	Definition
Data Controller	The trustees who collectively decide what personal information will be held, the storage medium and how it will be used. They are responsible for ensuring that the Act is properly applied.
Act	means the Data Protection Act 1998 and General Data Protection Regulations.
Data Protection Officer (if appointed)	The person responsible for ensuring that SVHC follows its data protection policy and complies with the Act. It is not a legal requirement to appoint a DPO.
Data Subject	The individual whose personal information is being held or processed.
Explicit Consent	Is a freely given, specific agreement by a Data Subject to the processing of personal information about her/him. This covers specifics such as religion and political affiliation.
Information Commissioner's Office	The ICO is responsible for implementing and overseeing the Data Protection Act 1998.
Processing	Means collecting, amending, handling, storing or disclosing personal information.
Personal Data	Information about living individuals that enables them to be identified – e.g. names, addresses, telephone numbers and email addresses. It does not apply to information about organisations, companies and agencies but applies to named persons, such as individual volunteers.

The Data Protection Act

This contains eight principles for processing personal data. These are that Personal Data shall:

1.	be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
2.	be obtained only for one or more of the purposes specified in the Act, and shall not be processed in any manner incompatible with that purpose or those purposes.
3.	be adequate, relevant and not excessive in relation to those purpose(s).
4.	be accurate and, where necessary, kept up to date.
5.	not be kept for longer than is necessary.
6.	be processed in accordance with the rights of data subjects under the Act.
7.	be kept secure by the Data Controller who takes appropriate technical and other measures to prevent unauthorised or unlawful processing or accidental loss or destruction of, or damage to, personal information.
8.	not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal information.

Applying the Data Protection Act

Access to personal information will be limited to trustees, staff and volunteers.

Correcting data

Individuals have a right to make a Subject Access Request (SAR) to find out whether the charity holds their personal data, where, what it is used for and to have data corrected if it is wrong, to prevent use which is causing them damage or distress, or to stop marketing information being sent to them. Any SAR must be dealt with within 30 days. Steps must first be taken to confirm the identity of the individual before providing information, requiring both photo identification e.g. passport and confirmation of address e.g. recent utility bill, bank or credit card statement.