

Little Witley Village Hall Data Protection Procedures

1) Introduction

1. Little Witley Village Hall has a data protection policy that is reviewed regularly. In order to help us uphold the policy, we have created the following procedures that outline ways in which we collect, store, use, amend, share, destroy and delete personal data.
2. These procedures cover the main, regular ways we collect and use personal data. We may from time to time collect and use data in ways not covered here. In these cases we will ensure our Data Protection Policy is upheld.

2) General procedures

1. Data will be stored securely. When it is stored electronically, it will be kept in password protected files. When it is stored online in a third party website (e.g. Google Drive) we will ensure the third party comply with the UK GDPR. When it is stored on paper it will be filed carefully in a locked filing cabinet.
2. When we no longer need data, or when someone has asked for their data to be deleted, it will be deleted securely. We will ensure that data is permanently deleted from computers, and that paper data is completely destroyed.
3. We will keep records of explicit consent (should we ever decide we need data of this nature) given for us to collect, use and store data. These records will be stored securely.

3) Mailing list

1. We will maintain a mailing list. This will include the names and contact details of people who wish to receive publicity and news from Little Witley Village Hall.
2. We will not use the mailing list in any way that the individuals on it have not explicitly consented to and will not share the data with third parties.
3. An unsubscribe function will be provided with emails sent.
4. We will use Mailchimp as our mailing list provider and will monitor their compliance with UK requirements.

4) Contacting committee members

1. The committee need to be in contact with one another in order to run the organisation effectively and ensure its legal obligations are met.
2. Committee contact details will be shared among the committee. Some details may be shared more widely with the specific consent of individual members in order for the business and function of the Hall to continue smoothly and effectively.
3. Committee members will not share each other's contact details with anyone outside of the committee, or use them for anything other than Little Witley Village Hall business, without specific consent.

5) Review

These procedures will be reviewed every two years

Date.....

Signature (Chair)..... 

Signature (Secretary).....  TREASURER.....