

## **BIRCHWOOD BOILER HOUSE COMMUNITY HALL**

### **INFORMATION COMMISIONERS OFFICE**

Retention and storage of personal data by our organisation. That we agreed no data would be used or sold or given to any person or business etc and that we declare all such records are only used for the purpose of our booking information.

This applies to volunteers who give details of personal and banking etc, where again we keep no files, storage is on a computer with security, that may be viewed by persons affected or concerned only.

Photographs taken in the hall etc are not to be used without the sole permission of the subject or their guardians/ parents/etc.

Child protection. Persons and groups should ensure they protect participants and themselves from any illegal activity. Birchwood Boiler House Community Hall management committee will embed this policy and update as required.

We would always consult persons who feel affected and give our promise that we continue to work within the ICO guidelines.

ICO Policy 06/20 updated