# Bishop Middleham Village Hall

# DATA PROTECTION POLICY

**Philosophy**

Bishop Middleham Village Hall ('the Village Hall') recognise its responsibility to comply with the Data Protection Act 1998 (DPA). The Act regulates the use of personal data and the rights of individuals have been strengthened with the introduction of the General Data Protection Regulations (GDPR) in May 2018.

**Principles**

The DPA and GDPR sets out high standards for the handling of private information and protecting individuals' rights to privacy. They also regulate how personal information can be collected, handled, used, and stored. The DPA and GDPR apply to anyone holding personal information about people, either electronically or on paper

**Procedures**

When dealing with personal data the Trustees, staff and volunteers will ensure that:

1) Data is processed fairly and lawfully. Personal information will only be collected from individuals if we have been open and honest about why the information is requested.

2) Data is processed for specified purposes only. This covers bookings, registers, payment, invoice processes, surveys, website data and social media.

3) Data is relevant to what it is needed for. Data will be monitored so that too much or too little is not kept/stored, only data that is required will be held.

4) Data is accurate and kept up to date. Any inaccurate data will be corrected.

5) Data is not retained longer than it is needed. Data no longer needed will be securely disposed of.

6) Data is processed in accordance with the rights of individuals. Individuals will be informed, upon request, of all personal data held about them

7) Data is kept securely and confidentially. Only Trustees and any relevant staff can access the data, members of the public will have no data access.

8) Data will not be used for any other purpose than that for which it is requested. Data will not be passed to a third party.

9) If Trustees or staff need to access information to help carry out their duties, they will only access as much data as necessary, and it will only be used for that specific purpose

**This policy will be reviewed every 3 years.**

Dated – 11th September 2026
To be reviewed annually