

Carperby Village Institute

Data Protection Policy

1. Introduction

Carperby Village institute is committed to protecting the rights and privacy of individuals. Retained data is limited to the:

- The online booking system
- Village residents who request the AGM agenda and papers by email
- Trustees, Management Committee and Caretakers

2. Applying the Data Protection Act within the charity

Access to personal information will be strictly limited to those trustees, Management Committee and Caretakers, who require the information in order to discharge their responsibilities.

a. Information held on the online booking system

The information on the online booking system is accessed by the following using their personal devices with a personal password:

- Booking Secretary who receives and approves bookings, sends invoices and may need to use your personal details to discuss your booking
- Treasurer who accesses the online booking system to confirm invoices have been paid, and sends you a receipt
- Caretakers who may need to contact you about the practical details of your booking

The booking system requests Name, email address, telephone numbers

Where a deposit is required, your address will be held by the Booking Secretary and the Treasurer in order to return your deposit in the form of a cheque

Financial information relating to bookings will be retained for 7 years in order to satisfy external accounting requirements.

- b. Enhanced DBS information required for bookings for children under the age of 16. An enhanced DBS certificate will be required for activities for under 16s except in the case of a private party (see Terms and Conditions and Safeguarding Policy).

The Bookings Secretary will retain the name and the number of the enhanced DBS certificate for 12 months following the most recent booking. This information will be retained securely and will not be shared with anyone else involved in the organisation.

In the event of a reportable incident, the information will be shared with the appropriate authorities as legally required.

b. Trustee Information

Trustee contact details are included in the annual Charity Commission Return and is held by the Secretary.

The insurance policy held in the name of the Trustees requires confirmation of eligibility to hold the post. Confirmation of this is held by the Secretary.

Trustee information will be deleted from the Charity Commission on leaving office.

c. Trustee, Management Committee and Caretaker contact details

Contact details are published on the Village Institute noticeboards and on the Carperby Parish website. Information will be available for the points of contact for events advertised on Facebook and Whatsapp with the permission of the individual concerned.

f. Email addresses of interested parties

Email addresses will be held by the Secretary for those villagers who request AGM agendas and papers by email.

Reviewed: February 2025

Due for Review: February 2027