



# TRULL VILLAGE MEMORIAL HALL

## DATA PROTECTION POLICY – 1<sup>st</sup> February 2023 Reference UK-GDPR

*(Updated 31<sup>st</sup> January 2020 following Brexit)*

### AIM

The purpose of this policy is to ensure compliance with the terms and principles of the General Data Protection Regulation 2018, so as to protect the privacy, security and avoidance of misuse of data provided by the halls trustees and its clients. It is also designed to allow individuals better control of their data and to withdraw their consent at any time.

### UPDATE TO EU-GDPR

The EU's General Data Protection Regulation (GDPR), which came into effect in May 2018, does not apply domestically to the UK after Brexit (the date the UK left the EU) as the UK is no longer a member state.

A new domestic data privacy law called the **UK-GDPR** took effect on January 31, 2020, and – alongside the Data Protection Act of 2018 and the PECR – governs all processing of personal data from individuals located inside the United Kingdom.

### DATA RELATING TO TRUSTEES & MEMBERS OF THE MEMORIAL HALL MANAGEMENT COMMITTEE

1 Data held is to be no more than that required by the Charity Commission, namely

- Full Name
- Address
- DoB
- Telephone number (landline and mobile)
- Email address

2 Such information will be held by the **Honorary Secretary** who may, with the written consent of the Trustees/members concerned, share such information with other trustees and management committee members. Such consent may be provided by email.

3 No further disclosure to any external agency (third parties) shall be made without the written consent of the Trustee/Member.

4 Trustees and Management Committee Members shall be made aware that the above rules apply equally to any disclosure of information by themselves.

5 Trustees are advised to further secure transmission by including the statement printed below.

*The contents of this email message and any attachments are confidential and intended solely for addressees. The information may be legally privileged. This transmission is sent in trust, for the sole purpose of delivery to the intended recipient. Any use, reproduction, or dissemination of this transmission is strictly prohibited without prior permission from the sender. If you are not the intended recipient, please immediately notify the sender by reply email or phone and delete this message and attachments (if any).*

## **DATA RELATING TO CLIENTS OF TRULL MEMORIAL HALL**

6 Data in respect of clients will be held as part of the online booking process as follows:

- Name of Club/Organisation
- Name of Client Contact
- Address
- Telephone number (landline and mobile)
- Email address

7 Contact with the client shall be made for the sole purpose of conducting business in relation to hire of the Hall.

8 Information with regard to such data may be shared with the Halls trustees and Members of its Management Committee only with the consent of the owner vide paragraph 3 above

9 Should any such permission be withdrawn at any time, the Booking Secretary shall be informed immediately. Under such circumstances, the owner shall be informed that further communication by email, by the Halls representatives, shall cease.

## **POLICY IMPLEMENTATION**

10 This revised policy was approved by the Halls Management Committee on 24<sup>th</sup> April 2023 and comes into immediate effect. All such members are provided with a copy of this policy.

11 All personal data will be held for a minimum period of three years and may either be:

- securely destroyed after this period, or
- handed to a the official Trull village archivist, for indefinite retention and reference, unless otherwise requested.