

The Yew Tree Hall

Lorton's Village Hall

DATA PROTECTION POLICY

August 2024

1. Data protection principles

The YTH is committed to processing data in accordance with its responsibilities under the General Data Protection Regulation (GDPR).

Article 5 of the GDPR requires that personal data shall be:

- a. processed lawfully, fairly and in a transparent manner in relation to individuals;
- b. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- f. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.”

2. General provisions

- a. This policy applies to all personal data processed by the Yew Tree Hall (YTH).
- b. The Responsible Person shall take responsibility for the YTH's ongoing compliance with this policy.
- c. This policy shall be reviewed at least annually.
- d. Individuals have the right to access their personal data and any such requests made to the YTH shall be dealt with in a timely manner.

4. Lawful purposes

- a. All data processed by the YTH must be done on one of the following lawful bases: consent, contract, legal obligation, vital interests, public task or legitimate interests ([see ICO guidance for more information](#)).
- b. Where consent is relied upon as a lawful basis for processing data, evidence of opt-in consent shall be kept with the personal data.
- c. Where communications are sent to individuals based on their consent, the option for the individual to revoke their consent should be clearly available and systems should be in place to ensure such revocation is reflected accurately in the YTH's systems.

5. Data minimisation

- a. The YTH shall ensure that personal data are adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- b. A catalogue of the types of information held by the Yew Tree Hall Management Committee is attached as Appendix 1.

6. Accuracy

- a. The YTH shall take reasonable steps to ensure personal data is accurate.
- b. Where necessary for the lawful basis on which data is processed, steps shall be put in place to ensure that personal data is kept up to date.
- c. Names and contact information for the Charities Commission website, The Yew Tree Hall website and any other documents will be reviewed at least annually.

7. Archiving / removal

- a. To ensure that personal data is kept for no longer than necessary, the YTH shall put in place an annual review in which personal data is archived or removed.

8. Security

- a. The YTH shall ensure that personal data is stored securely using modern software that is kept-up-to-date.
- b. Access to personal data shall be limited to personnel who need access and appropriate security should be in place to avoid unauthorised sharing of information.
- c. When personal data is deleted this should be done safely such that the data is irrecoverable.
- d. Appropriate back-up and disaster recovery solutions shall be in place.

9. Breach

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, the YTH shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO ([more information on the ICO website](#)).

Appendix 1

Catalogue of information held by the Yew Tree Hall Management Committee

Category of person	Nature of the information	Renewal/Removal
Trustees/Committee Members	Full name Date of Birth Address Telephone numbers Email addresses	<ul style="list-style-type: none">○ Annual reformation of the Management Committee○ Annual signing of the Declaration of Acceptance of Office○ Annual updating of the Charity Commission Register
Hirees	Name Contact details – email or telephone Address	Privacy information is given on the Hall Booking website, reproduced below as Appendix 2

Appendix 2

Privacy Policy for The Yew Tree Hall

Privacy Notice for Customers

We encourage you to read the Privacy Notice in full. However, to summarise;

1. We will always use your data within the law
2. We will never pass your data to another organisation without your agreement
3. We will only contact you on official Village Hall management business

If you have any questions please email yewtreehallbookings@gmail.com

Data Collection

Why do we collect your information?

We only collect personal information required for the administration and booking of your use of the village hall. On application for a booking we collect and store the following personal data;

- Name
- Email address
- Postal address
- Session cookie in your browser

Data Retention

We will retain all the information listed above for the duration of your custom with us and any additional period required for regulatory and reporting purposes.

You can request to view and delete the information we hold on you at any time.

Data Updates

On a periodic basis we may ask you to let us know if any of your personal data has changed. You can also proactively notify us by email.

Sharing Data

We will never share your data unless required by law or with your express permission in advance.