

Pulverbatch Village Hall Committee (PVHC): Data Privacy Statement and Procedure

Introduction

Pulverbatch Village Hall is a registered charity managed by Trustees on behalf of the Parish Council. The Committee meets on a regular basis to organise fundraising events, review health and safety procedures and monitor its financial standing. It also reviews and undertakes measures to maintain the hall to a suitable structural and cosmetic standard.

Complying with Data Protection Law

'Personal data' is any information about a living individual, which allows them to be identified from that data. The processing of personal data is governed by legislation in the UK. PVHC complies with data protection law by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss or misuse, unauthorised access and disclosure and by ensuring the necessary measures are in place to protect personal data.

Personal Data

PVHC has little need to collect or maintain personal data. However, there are the following exceptions, where data is collected and/or maintained for the following purposes;

- To comply with our legal obligation, we will need to share personal data such as the names, title, contact details and age of its Committee members (Trustees) with the Charity Commission. We will obtain your consent before doing so.
- To manage our employees, such as cleaners we may need to maintain contact details.
- To manage our volunteers, we may need to maintain contact details
- To administer the 200-Club Monthly lottery draw we will keep a list of members names and addresses.
- To maintain our own accounts
- To record donations, legal disputes, complaints, claims etc we may need to keep correspondence on file.

Sharing Your Personal Data

Your personal data will be treated as strictly confidential and, with the exception of Trustee data which must be shared with the Charity Commission, will only be shared with the trustees. We shall only share your data with third parties with your consent.

Your Rights and your Personal Data

You have the right to;

- access personal data we have on you
- correct and update the personal data we hold on you
- have your personal data erased
- object to processing of your personal data or to restrict it

How Long do we keep your Personal Data

We shall endeavour to keep data only for as long as we need it and then delete it. However, we will keep some records permanently if we are legally required to do so. Financial records will be kept for a minimum of 7 years. Some personal data may be kept to pursue or defend claims.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at;

The Data Controller or The Chairman: Pulverbatch Village Hall Committee, Pulverbatch, SY5 8EB

This Notice was last updated November 2018