



Wenhaston Village Hall

Charity Number: CN 1001694

Custodian Trustees: Parish Council

Managing Trustees: Management Committee

Data Protection Policy

This Data Protection Policy has been drawn up to conform with the statutory requirements of the General Data Protection Regulations (GDPR) **which came into force on 25th May 2018.**

Consideration has been given as to how, as Data Controllers, we record information about hall hirers, Committee members, Trustees, key holders, employees, Gift Aid declarations, volunteers and outside contractors. This data includes the retention of names, addresses, and e-mail information so that communications can be applied in the most efficient manner.

The Wenhaston Village Hall Committee conforms to the requirements of the GDPR and the Committee declares that any personal data held by members will not be sold, hired, lent or in any way be employed in an unauthorised manner.

Data will be retained in a safe and secure manner only at the express approval by opting IN. Personal data can be inspected, modified or be removed from our records at any time. Data will not be retained by those opting OUT.

In view of our responsibility running a community building we have appointed a Data Protection Officer.