

Title:	Data Protection & Privacy Policy
Version	V2.0
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Date Approved by Management Committee:	
Review Date	Jan 2025

Introduction

Personally identifiable information (PII) uses data to confirm an individual's identity. Sensitive personally identifiable information can include your full name, NI Number, driver's license, financial information, and medical records. It can be stored electronically or on paper and includes images and audio recordings as well as written information.

This Policy sets out how we, as an organisation, ensure we protect the rights and privacy of individuals, and comply with the law, when collecting, storing, using, amending, sharing, destroying or deleting personal data.

Committee Responsibility

Overall and final responsibility for data protection lies with the Balsall Common Village Hall (BCVH) Trustees, who are responsible for overseeing activities and ensuring this policy is upheld.

All volunteers are responsible for observing this policy, and related procedures, in all areas of their work for the organisation.

Application

BCVH needs to keep personal data about its committee, volunteers, and hirers in order to facilitate events and activities on the premises.

We will collect, store, use, amend, share, destroy or delete personal data only in ways which protect people's privacy and comply with the General Data Protection Regulation (GDPR) and other relevant legislation.

We will only collect, store and use the minimum amount of data that we need for clear purposes, and will not collect, store or use data we do not need.

We will only collect, store and use data for:

- purposes for which the individual has given explicit consent, or
- purposes that are in BCVH's legitimate interests, or
- contracts with the individual whose data it is, or
- to comply with legal obligations, or
- to protect someone's life, or
- to perform public tasks.

We will provide individuals with details of the data we have about them when requested by the relevant individual.

We will delete data if requested by the relevant individual, or after a reasonable timeframe driven by the above needs.

We will endeavour to keep personal data up-to-date and accurate.

We will store personal data securely.

We will not share personal data with third parties without the explicit consent of the relevant individual, unless legally required to do so.

We will take appropriate actions to prevent data breaches. In the event of a data breach, we will endeavour to rectify the breach by recovering any lost or shared data. We will evaluate our processes and understand how to avoid it happening again. Serious data breaches which may risk someone's personal rights or freedoms will be reported to the Information Commissioner's Office within 72 hours, and to the individual concerned.

Complaints Procedure

If you believe that BCVH has not complied with GDPR legislation or the commitments undertaken in this Data Protection and Privacy policy, please put your complaint in writing to chairman@balsallcommonvillagehall.org.uk.

As required by the Information Commissioner's Office, we will endeavour to respond to your complaint within one calendar month, although complex requests may take up to 3 months to respond to.