

Hill Rise Hall Community Association

Controlled Document

Document Name: Data Protection Policy

Document Reference Number: Pol 3

Document Version Number 1

Approved by Board of Trustees on: 21st November 2023

Review Schedule Every two years

Next review due March 2025

Owner (Responsibility) Toby Robinson Chair

Document Description

This policy identifies how Hill Rise Hall complies with data protection and privacy laws (GDPR).

Implementation & Quality Assurance

Implementation is immediate and this Policy shall stay in force until any alterations are formally agreed.

The Policy will be reviewed every two years by the Board of Trustees, sooner if legislation, best practice, or other circumstances indicate this is necessary.

Hill Rise Community Association

Data Protection Privacy Policy 2018

The General Data Protection Regulations requires us to inform you of our Privacy Policy.

We are Hill Rise Community Association a registered charity, which manages Hill Rise Hall for the benefit of residents. The committee are currently all volunteers; we employ a booking clerk and a cleaner.

Personal Data is the details you have given us when you contact us, either to join us as a member, or to hire the hall. This data will usually consist of your name and address, telephone number, and email address. Rarely we may have your bank details to enable hiring deposits to be returned to you. We need your personal data to send you a membership renewal, and to inform you of events and meetings which you may like to attend, and to process applications for hire of the building.

We pledge not to pass on your details to any other organization, or individual, without your written permission except where the law requires us to do so, e.g. if a crime is committed.

We will keep your data secure and destroy it when we no longer need it. In the case of membership, we will destroy your data one year after the last contact we have with you. In the case of hirers, we will keep your hire forms which contain your data for seven years from your last hiring.

You may request a copy of all the data we hold about you for which we will not charge you; we will endeavour to supply this information within two weeks. You have the right to request that any errors are corrected.

If we experience any data losses, i.e., through accidental loss or theft we will inform you as soon as we can.

If you have any concerns about the safety of your data, please speak to the chairman or a committee member whose contact numbers are displayed on the hall front door. If you are not satisfied with our answers, you can contact the Information Commissioner's Office by calling 0303 123 1113 or visiting the website ico.org.uk