

Policies + Procedures Houghton Regis Memorial Hall	Policy No: 007 GDPR – DATA PRIVACY POLICY	Page 1 of 3
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<i>This policy authorised by:</i>	KEN WATTINGHAM	<i>Date: SEPTEMBER 2024</i>
<i>Designation:</i>	CHAIRPERSON	<i>Review Date: MARCH 2027</i>

DATA PRIVACY POLICY

INTRODUCTION

Houghton Regis Memorial Hall is committed to protecting the privacy and personal data it receives, stores, and uses. Our policy assists us in ensuring that any data collected is done so under the legislation of the Data Protection Act 1998 DPA and the EU General Data Protection Act (GDPR).

Our aim with this policy is to show we are being transparent and provide relevant information on how we keep and protect the data we collect.

1. DATE STORAGE

We will not keep data for longer than is necessary and only keep data if there is a lawful basis which allows fair retention. When we do need to remove data from our possession, this will either be by deleting all records from computing systems or shredding hard copy paperwork.

2. DATA ACCURACY:

Keeping data accurate is very important to us therefore we will ensure all Staff and Trustee's members are maintaining data to a high quality.

Purpose Limitation: We use the data we attain for a specific purpose. This means that data is not processed for any alternative reasons other than what the data was originally collected for.

3. THE DATA WE COLLECT

The data we collect can be broken down into 4 categories.

- A) Booking Data
- B) Houghton Regis Memorial Hall Bingo Members Information
- C) Trustee Data
- D) Supplier Data

4. HOW WE USE OUR DATA

a) Booking Data:

The data we collect includes, name, address, telephone number and email address of the perspective hirer. This is taken via a paper-based form or via an online enquiry form on our website. This data is used to help us communicate with the hirer and obtain payments for the use of the hall.

b) Houghton Regis Memorial Hall Bingo Membership:

New members are asked to supply their name, address and telephone contact details which is added to the existing Membership Logbook. This Book is kept in a secure locked cupboard when Bingo is not in session.

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c) **Trustee Data.**

We ask that each Trustee provides their name, address, telephone number, email address and date of birth. This information is recorded and provided to the Charity Commission and there is a legal obligation to keep this information up to date. We also use this data to effectively communicate as a committee.

d) **Supplier Data**

We keep data on details of suppliers including names, addresses, telephone numbers and email addresses to enable us to conduct our due diligence before we allow work to commence or services to be provided to the Hall. We would also use this data before preparing to enter into a contract for any goods or services.

e) **How we store Personal Data**

The Houghton Regis Memorial Hall Trust uses several ways to collect data these include paper-based forms, electronic based data and e-mails.

Our Paper-Based forms are kept in a locked cabinet located within the hall.

Our Electronic based data is stored on individual laptops/computers which are all password protected by the individual Trustee.

The hall uses Outlook as it's email service provider. Only Trustees have access to their own individual passwords to view emails and only the designated Trustee has access to individual accounts as "Administrator".

f) How Long We Retain Your Personal Data

a) Booking Data:

- This data is retained for a minimum of 3 years. This is to allow for financial and audit obligations and will be destroyed or deleted after this time.

- Houghton Regis Memorial Hall Bingo Members.

This data is kept until it is deemed necessary to conduct a membership update or if a member asks for their data to be removed or has been uninvited to be a member at the committee's request.

- Trustee Data.

This data is retained indefinitely. This is for historical records.

- Supplier Data.

This data will be retained until the services or good are stopped being sourced by the hall.

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b) Who We Share Your Data With

- Booking Data:

This data is shared with our Booking Secretary, Chairman and Vice Chairman for the purpose of arranging, administration and invoicing of the booking.

- Houghton Regis Memorial Hall Bingo Members:

The data is only shared with Trustees/Committee Members if an incident occurs or if instructed by law enforcement.

- Trustee Data:

This data is shared with the Charities Commission

- Supplier Data:

Is shared with Trustees/Committee Members when a contract is due for renewal, to assist in the tendering process or if an incident has occurred and the Committee need to make a decision based on a service supplied or the conduct of the supplier.

Houghton Regis Memorial Hall Trust may share data with other members of the committee to cover for absences and only for the purpose to conduct an official role of a member of staff or committee member.

Houghton Regis Memorial Hall Trust does not and will not sell any personal data to 3rd parties.

We are, however, obliged to share information as per law and regulation for the purposes of criminal investigations. **Any such information sharing will only be via the Chairperson.**

c) Rights

All Data Protection enquiries can be dealt with by emailing: info@houghtonregismemorialhall.com

Contact should be made if you want to:

- Right any inaccurate data.
- Request a copy of the information we hold about you.
- Request that we remove your personal data from our records.

d) Cookies

Our Website Cookies allow the website to provide users with a more tailored experience. No personal information is gleaned from them and users are advised, that if they wish to deny the use and saving of cookies on the Houghton Regis Memorial Hall Website on to their computer's hard drive, they should take the necessary steps within their web browser's security settings to block all cookies from this website and its external serving vendors.