



Mayfield Memorial Hall

Registered Charity No. 305280

www.mayfieldmemorialhall.org

MAYFIELD MEMORIAL HALL PRIVACY & DATA PROTECTION POLICY

1. Overview

- 1.1 Mayfield Memorial Hall Management Committee keeps certain information about its members, hirers, and financial supporters in order to run effectively and efficiently for the benefit of the hirers of the hall facilities.
- 1.2 To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. The following policy sets out how this will be achieved.

2. Definitions

- 2.1 Personal data is information about identifiable, living individuals held on computer or in manual filing systems.
- 2.2 The Data Controller is the Bookings Secretary and the Memorial Hall Management Committee are ultimately responsible for the policy's implementation.
- 2.3 The Data Protection Officer is a nominated member of Memorial Hall Management Committee responsible for reviewing and enforcing the Data Protection Policy.

3. The Policy

- 3.1 In keeping information about hirers, committee members and financial supporters, Mayfield Memorial Hall Management Committee will follow the six Data Protection Principles set out in the General Data Protection Regulation (GDPR) effective from 25 May 2018, which are summarised below:
 - 3.1.2 Process data fairly and lawfully and transparently
 - 3.1.3 Purpose limitation: Collect data only for a specified, explicit and legitimate purpose
 - 3.1.4 Data minimisation: Collect and store data only to the extent which is adequate, relevant and not excessive.
 - 3.1.5 Accuracy: Ensure data is accurate and up to date
 - 3.1.6 Storage: Not keep the data for longer than is necessary.
 - 3.1.7 Integrity, confidentiality and security: Technical and organisational measures against unauthorized or unlawful processing, and against accidental loss, destruction, or damage
- 3.2 Any member of Mayfield Memorial Hall Management Committee, who processes or uses any personal information in the course of their duties, will ensure that these principles and the following procedures are followed at all times. Guidance notes to aid with adherence to the six principles above have been included in Appendix 1.
- 3.3 When Mayfield Memorial Hall Management Committee has cause to obtain personal data (such as names, addresses, phone numbers, email addresses) from members, hirers and financial supporters, this data will be obtained, stored and processed solely to assist the Management Committee in the efficient running of the services supplied by Mayfield Memorial Hall.
- 3.4 When personal data is requested from a new member, hirer or financial supporter, they will be given an explanation of how their personal data will be used. Written consent will be required to collect and store this data.
- 3.5 A hirer's, Management Committee members' or financial supporter's personal data will not be passed on to anyone outside Mayfield Memorial Hall Management Committee without explicit consent from them unless there is a legal duty of disclosure under other legislation, in which case all Management Committee members will be consulted.



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3.8 All Mayfield Memorial Hall Management Committee members will have access to each other's personal data. Only the Booking Secretary, Treasurer and appointed alcohol licence officer(s) will have access to hirers' personal data. Occasionally the chairman will be given access to hirers' personal data. All Management Committee members will be made aware of Mayfield Memorial Hall Management Committee' Data Protection policy and their obligation not to disclose personal data to anyone who is not authorised to have it and will be asked to sign a declaration confirming their compliance to the policy.

3.9 Only the administrator(s) of the 100 club will have access to the data of its members.

3.10 All hirers, members of the Management Committee and financial supporters will be supplied with a copy of any of their personal data held by Mayfield Memorial Hall Management Committee, within 30 days of the request, if a request is made.

4. Accuracy and Longevity

4.1 Mayfield Memorial Hall Management Committee will take reasonable steps to keep personal data up to date and accurate and make corrections in a timely fashion. Management Committee members' personal data may be kept for at least for 5 years after they cease to be a member of the Management Committee. Hirer's computerised data will be kept up to date by the data controller. Paper records of booking forms may be kept for a period of one year after the end of each year and thereafter destroyed. Financial data may be kept for at least 6 financial years after the contributor has ceased to be a financial contributor.

4.2 If a request is received from an individual to destroy their records, Mayfield Memorial Hall Management Committee will remove their details from its database and request that all members holding paper or electronic details of that individual destroys them. This work will be carried out by the Data Protection Officer. It is the responsibility of all Mayfield Memorial Hall Management Committee to inform the Data Protection Officer if such a request is received. This procedure also applies if Mayfield Memorial Hall Management Committee is informed that an organisation ceases to exist.

5. Storage

5.1 Personal data is kept in paper-based systems and on a password-protected computer system. Every effort will be made to ensure that paper-based data are stored in organised and secure systems.

6. Review of this policy

6.1 The Mayfield Memorial Hall Management Committee Data Protection Policy will be reviewed every three years by the Data Protection Officer to ensure it remains progressive and reflective of the UK legislation.

6.2 Any recommended changes to the policy, appended policies, procedures and forms and will be submitted to the Management Committee for approval.

Date policy adopted: 16/5/18

Date for review: May 2021



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APPENDIX 1

This outlines the practical ways we are adhering to the six principles of GDPR (effective from 25 May 2018).

1. **Process data fairly and lawfully and transparently**

- 1.1 We will let all new and existing Management Committee members, existing hirers and financial supporters know what data we hold about them and why it is being held and collect their written permission to hold this data for the reasons outlined in the policy.
- 1.2 All new hirers will be required to give their consent when they complete a booking form.
- 1.3 The privacy statement used for the above is in Appendix 2

2. **Collect data only for a specified, explicit and legitimate purpose**

The purposes for collecting personal data are:

- to allow the booking secretary to process the hiring of the Memorial Hall and Old Library
- to inform management committee members of meetings
- to run the 100 club
- to enable the processing of invoices and receipt of payments for hall hirings

3. **Purpose limitation**

We will only collect data for the reasons given above and will not use those details for activities that fall outside those of Mayfield Memorial Hall.

4. **Collect and store data only to the extent which is adequate, relevant and not excessive.**

- 4.1 The information we collect are names, addresses, telephone numbers and email addresses.
- 4.2 The bank details of members of the 100 club are kept securely by the administrator of the club.

5. **Ensure data is accurate and up to date**

- 5.1 We will review the data held annually.
- 5.2 We will delete data from our computer records or burn or shred any paper copies of data held on: anyone who, for whatever reason, informs us that they do not wish to be informed of, or take part in our activities or that we are informed has moved away or learned that they have died.

6. **Not keep the data for longer than is necessary**

We will adhere to number 5 above and in addition if the Mayfield Management Committee organises an event which is a "one off" event we will not keep the details of attendees unless they have given permission to do so. We will destroy the data according to 5.2.

Booking forms are required for each new hirer and annually for regular hirers, where on-going permission to store data will be sought.

7. **Technical and organisational measures against unauthorized or unlawful processing, and against accidental loss, destruction, or damage**

- 7.1 We will keep bookings forms for hire in a safe place.
- 7.2 Computer data records are held on password protected computers. The excel file that contains the contact details of all our hirers is also password protected and is only accessible by the Booking Secretary and Treasurer.
- 7.3 If our computer systems are compromised in any way, the data protection officer will be informed and all the people whose data has been compromised will be informed.