

HAUGHLEY VILLAGE HALL MANAGEMENT COMMITTEE
(HVHMC)

GENERAL DATA PROTECTION REGULATION

Background

The **General Data Protection Regulation (GDPR)** is a regulation in British law on data protection and privacy for all individuals. The GDPR aims primarily to give control to citizens and residents over their personal data and to simplify the regulatory environment for national and international business.

It was adopted on 27 April 2016. It became enforceable on 25 May 2018.

The Requirements

As an organisation holding personal data of clients and staff, the VHMC is subject to the requirements of the GDPR and must have process in place for handling such data.

Personal data, including phone numbers and email addresses, may not be stored unless they can be protected from cyber-attack through appropriate defensive measures.

Data should be kept to a minimum, sufficient for the VH Management Committee to conduct its business but no more.

Personnel whose data is stored on VH systems should be consulted to make sure that they are content for their particulars are held in such manner.

There should be regular reviews of the data held. Data that is no longer required should be deleted.

The Policy

The VHMC recognises the tenets of the GDPR and the right of personnel to their privacy regarding personnel data. In accordance with these regulations, personal data will be formally managed in accordance with the GDPR.

Suitable storage facilities will be identified on which the data may be held securely.

Data will only be distributed to members of the VHMC who have regular need for such information in the normal course of managing the Village Hall.

Permission to hold personnel data will be sought from clients of the hall and VH staff working in the hall.

Implementation

Personal data of clients and staff will only be held on home IT systems that are properly protected by anti-virus and anti-malware software.

Data file sharing in the VHMC will be limited to the Chairman, Vice-Chairman, Secretary and Booking Secretary.

Data holding will be reviewed annually. Details of clients and staff will be expunged 12 months after last official contact with the individual.

Clients, VH staff and committee members will be formally requested for permission to hold their personal data on VH data-files.