

Meppershall Village Hall

Data protection policy

This is a statement of the data protection policy of the Trustees of Meppershall Village Hall (Charity Number 300052)

It is necessary for us to collect and use certain types of personal and corporate or entity information about the organisations and user groups we deal with, and others to whom we provide facilities or communicate. We also operate CCTV for security and safeguarding purposes which records individuals attending or in the proximity of the Meppershall Village Hall.

Under the Data Protection Act 1998, all organisations which handle personal information must comply with a number of important principles regarding the privacy and disclosure of this information.

We believe that the lawful and correct treatment of personal information is important so as to maintain our reputation, act with integrity as trustees and to operate as a registered charity and therefore be fully compliant with this legislation.

We fully endorse and intend to adhere to the principles set out in the Data Protection Act 1998 and guidance issued by the Information Commissioners Office and specifically to:

- fully observe the conditions regarding the fair collection and use of personal information;
- meet our legal obligations to specify and periodically review the purposes for which we use personal information;
- only collect and process the personal information needed to carry out our role as trustees of the Charity and providers of the Meppershall Village Hall or to comply with the legal requirements;
- ensure that the personal information we collect, record or use is as accurate as possible;
- review annually that we don't hold personal information any longer than is necessary for our purposes;

- communicate with individuals and users of the Meppershall Village Hall about their rights to access the personal information we hold about them;
- take appropriate measures to safeguard, restrict access and keep secure personal information;
- regularly review and verify how personal information is collated, stored and used;
- train everyone handling personal information to understand their responsibilities and follow good practice;
- regularly review the performance of individuals who handle personal information and compliance with our intentions, procedures and safeguards;
- ensure personal information is not transferred outside of the UK without suitable safeguards and security procedures operating;
- provide a procedure so that anyone wanting to make enquiries about the data held, or handling of personal information in respect of themselves can do so;
- make arrangements so that dealing with enquiries about the personal information held or the handling of such information are dealt with promptly and courteously;
- ensure there is one of the trustees or a suitably qualified or experienced individual with specific responsibility for data protection and who can be contacted as set out below;

An individual has the right to request a copy of the personal information that we hold about them. A fee of £10 is payable for providing the information requested.

To request a copy of the personal information held or to review the details write or email to:

David Birch
18b Shefford Road
Meppershall
Bedfordshire
SG17 5LJ

Graham Jones
10 Taylors Close
Meppershall
Bedfordshire
SG17 5NH

Email: data.protection@meppershallvillagehall.co.uk