

Congresbury New Village Hall

General Data Protection Regulation – May 2018

Introduction

Maintaining customer data in a secure manner is important to us. In accordance with the new data protection legislation that becomes effective in May 2018, this Privacy Policy sets out how we will process your personal data, and protect your personal data and what your rights are.

From time to time we may need to update this policy. If the change is material, we will let you know by placing a notice on our website.

Privacy Policy

"Personal Data" is any personal information which relates to a living individual who can be identified from that data. You agree that the Personal Data which you supply to us will be true, complete and accurate in all respects, and you agree to notify us immediately of any changes to that Data.

"Sensitive Data" is information which relates to an individual's racial or ethnic origin, sexuality, health status, political beliefs, union membership or criminal background. We will not ask you for any sensitive data.

We will deal with your Personal Data in compliance with the applicable Data Protection regulations.

The committee will appoint one of its members to be the Data Protection Officer (DPO) who will ensure that personal data is protected and that the New Village Hall (NVH) is compliant with the GDPR legislation. Any complaints regarding data misuse must be referred to the DPO for investigation and resolution.

The Privacy Policy should be reviewed annually.

How we use your Personal Data

We will collect and process Personal Data for the purposes of;

- Recording membership
- Communicating with members regarding latest development information and events
- Maintaining a shareholder register for investors in the Community Investment Scheme
- Recording donations and gift information

Bulk e-mail communications to members should be sent as a blind copy, such that their email address is not visible to other recipients of the email.

Unless given specific approval by an individual, no personal contact details will be placed on our website.

Sharing Personal Data

It will only necessary for us to disclose your Personal Data to HMRC for those allowing Gift Aid to be claimed on their donations.

Storing, Securing and Retaining Personal Data

We take the security of your personal data very seriously, and the following approaches are also applied:

- Various measures are applied to protect against accidental loss or unauthorised access to your personal data
- Only authorised staff that need access to personal data to perform their roles are able to do so

Any member with access to NVH stored personal data should notify the DPO immediately in the event that their own computer is subjected to a viral attack. Any member with access to NVH stored personal data must ensure they take responsibility for their own personal data and the devices which may be used to access the NVH stored personal data.

Your rights

We will respect all the rights that you have under applicable Data Protection regulations. Where appropriate to do so, we will correct, amend or delete your personal data.

Specifically, we will honour your following rights:

- The right to access to your personal data
 - This is subject to other relevant legal requirements and the provision of suitable identification.
- The right to correction or deletion
 - You have a right to correct or amend your personal data if it is incorrect. Please contact us to update your personal data. You also have a right to deletion, subject to other applicable legal requirements.
- You can choose not to receive marketing material from us.
 - To update your marketing preferences please contact us by email
- You have the right to be informed about the processing of your personal data
 - This privacy policy sets out how we will process your data. It will be updated from time to time or at times of regulatory change.

You should initially make contact using the email address congresburyvillagehall@btinternet.com