

General Data Protection Regulation (GDPR) Policy

1. Introduction

Spooner Row, Sutton and Wattlefield Village Hall Association ("we," "us," or "the Village Hall") recognises the importance of protecting the personal data of our hirers, trustees, staff and other stakeholders. This GDPR Policy outlines our commitment to complying with the General Data Protection Regulation (GDPR) and ensuring that personal data is processed lawfully, fairly, and transparently.

2. Scope

This policy applies to all personal data processed by Spooner Row, Sutton and Wattlefield Village Hall Association whether collected through our website, in person, or through any other means. It covers data of hirers, trustees, staff, contractors, and any other individuals associated with our Village Hall.

3. Data Protection Principles

We adhere to the following data protection principles:

i) Lawfulness, Fairness, and Transparency

We will process personal data lawfully, fairly, and transparently. Data subjects will be informed about the processing of their data.

ii) Purpose Limitation

We will only collect personal data for specific, legitimate purposes and will not process data for any other purposes.

iii) Data Minimisation

We will only collect the data necessary for the purposes for which it is processed.

iv) Accuracy

We will take reasonable steps to ensure that personal data is accurate and up-to-date.

v) Storage Limitation

Personal data will be retained for no longer than necessary for the purposes for which it was collected.

vi) Integrity and Confidentiality

We will ensure the security and confidentiality of personal data through appropriate technical and organisational measures.

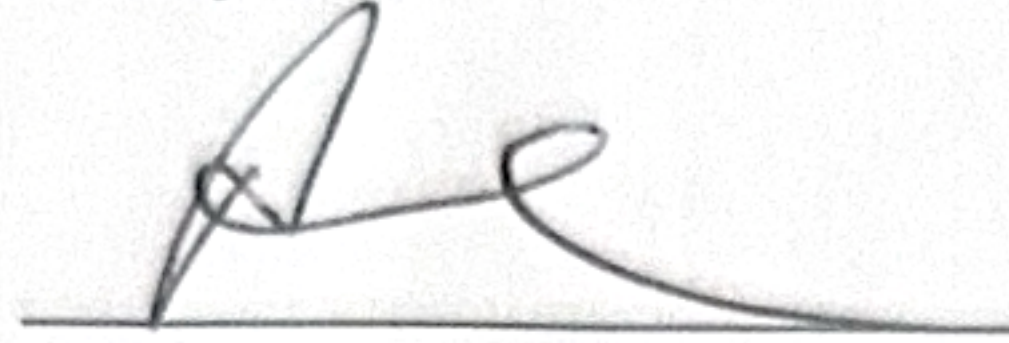
Policy approved by the committee at the meeting on _____.

Signed:

Name:

Position:

Date:



Andy Bronre

Chair

4/11/25



PAUL JOHNSON

VICE CHAIR

4/11/25

Date of next review: OCTOBER 2026