General Data Protection Regulation (GDPR) Policy

1. Introduction

Spooner Row, Suton 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, Suton 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.

4. Data Subjects' Rights

We respect the rights of data subjects under GDPR, including the right to access, rectify, erase, and object to the processing of their personal data. Requests to exercise these rights should be submitted to:
The Chair: chair@spoonerrowvillagehall.co.uk.

5. Data Breach Reporting

We will endeavour not to have data breaches. In the event of a data breach, we will endeavour to rectify the breach by getting any lost or shared data back. We will evaluate our processes and understand how to avoid it happening again. Serious data breaches which may risk someone's personal rights or freedoms will be reported to the Information Commissioner's Office within 72 hours, and to the individual concerned.

6. Data Processing

We will only share personal data with third parties when necessary and with a legal basis for doing so. Data processing agreements will be in place with any third-party processors.

7. Consent

Where we rely on consent as a legal basis for processing personal data, we will ensure that consent is freely given, specific, informed, and unambiguous.

8. Data Protection Impact Assessment (DPIA)

We will conduct DPIAs where necessary to assess and mitigate risks associated with data processing activities that may result in high risks to data subjects' rights and freedoms.

9. Training and Awareness

We will provide data protection training and promote awareness among our staff and volunteers to ensure compliance with this policy.

10. Review and Revision

This GDPR Policy will be reviewed and updated as necessary to ensure ongoing compliance with data protection laws.

11. Contact Information

For any questions or concerns related to this GDPR Policy or data protection at Spooner Row, Suton and Wattlefield Village Hall Association please contact:

The Chair: chair@spoonerrowvillagehall.co.uk

Policy approved by the committee at the meeting on 15/10/26.

Signed: _____ _____

Name: ANDY BROWNE PAUL JOHNSON

Position: CHAIR VICE CHAIR

Date: 15/10/26 15/10/26

Date of next review: 15/10/27.