Milburn Village Hall Data Protection Policy

Purpose

Milburn Village Hall (MVH) respects privacy and understands how important it is that personal information remains secure. Personal data is protected by the Data Protection Act 1998 and the **EU General Data Protection Regulation (GDPR).** MVH aims to follow best practice in these regards and will ensure that personal data is only used in relation to pursuit of the Hall's activities

This data protection policy ensures that MVH

- Complies with data protection law and follows good practice
- Protects the rights of user of the Hall
- Is open about how it stores and processes personal data
- Protects itself from the risks of a data breach

Scope

This policy applies to the MVH committee, hall-users and all contractors, suppliers and other people working on behalf of the Hall. It applies to all data that MVH holds relating to identifiable individuals, even if that information technically falls outside of the Data Protection Act 1998. This can include: names of individuals; postal addresses; email addresses and telephone numbers as well as any other information relating to individuals.

Guidelines

Everyone who works for or with MVH has some responsibility for ensuring data is collected, stored and handled appropriately. The only people able to access data covered by this policy should be those who need it in the course of their defined roles. Data should not be shared informally. When access to confidential information is required, hall users should request it from the committee.

People using personal data should keep it secure, by taking sensible precautions and following the guidelines below
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- Strong passwords must be used and they should never be shared.
- Personal data should not be disclosed to unauthorised people
- Data should be regularly reviewed and updated. If no longer required, it should be deleted and disposed of.

Providing Information

MVH aims to ensure that individuals are aware that their data is being processed, and that they understand how their data is being used.

May, 2019