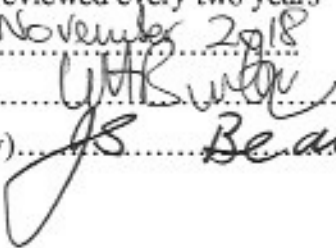
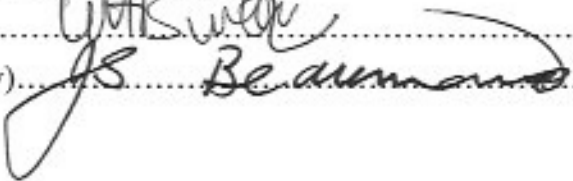


4) Review

This policy will be reviewed every two years

Date..... 27th November 2018

Signature (Chair)..... 

Signature (Secretary)..... 

Lydbury North Village Hall

Data protection procedures:

1) Introduction

1. Lydbury North Village Hall has a data protection policy which is reviewed regularly. In order to help us uphold the policy, we have created the following procedures which outline ways in which we collect, store, use, amend, share, destroy and delete personal data.
2. These procedures cover the main, regular ways we collect and use personal data. We may from time to time collect and use data in ways not covered here. In these cases we will ensure our Data Protection Policy is upheld.

2) General procedures

1. Data will be stored securely. When it is stored electronically, it will be kept on a password protected computer with up-to-date software protecting against viruses and malware. If it is stored online in a third party website (e.g. Google Drive) we will ensure the third party comply with the GDPR. When it is stored on paper it will be filed securely.
2. When we no longer need data, or when someone has asked for their data to be deleted, it will be deleted securely. We will ensure that data is permanently deleted from computers, and that paper data is shredded.

3) Mailing list

1. We will maintain a list of mail and/or telephone contacts. This list will include the names and contact details of committee members, individuals who have hired the hall and sole contractors who provide services for the hall.
2. We will explain to people on the mailing list how their details will be used and that they may amend their details or ask for them to be removed from the list at any time.
3. We will not share personal information with any other organisations.
4. We will provide information about how to be removed from the list with every mailing.
5. We will use mailing list providers who store data within the EU.

4) Contacting users of the hall

1. We will maintain a list of contact details of individuals that make requests to hire the hall.
2. Hirers no longer using the hall will be removed from the list.