

Glentworth Village Hall
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GLENTWORTH VILLAGE HALL POLICY and PRINCIPLES DATA PROTECTION

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1 DEFINITIONS

GVH	Glentworth Village Hall
Management	GVH Committee
Users	People or organisations who hire the hall for an event or activity. This includes the Management when their role is that of a User.

2 SCOPE

The application of the policy and principles are restricted to:

- i) activities by Users of GVH held within the building; and
- ii) activities external to the building, which are a necessary extension of activities described in i) above.

3 POLICY

Management and Users shall comply with the UK Data Protection Act 1998

4 KEY PRINCIPLES

Extract from WIKIPEDIA

1. Data may only be used for the specific purposes for which it was collected.
2. Data must not be disclosed to other parties without the consent of the individual whom it is about, unless there is legislation or other overriding legitimate reason to share the information (for example, the prevention or detection of crime). It is an offence for Other Parties to obtain this personal data without authorisation.
3. Individuals have a right of access to the information held about them, subject to certain exceptions (for example, information held for the prevention or detection of crime).
4. Personal information may be kept for no longer than is necessary and must be kept up to date.
5. Personal information may not be sent outside the European Economic Area unless the individual whom it is about has consented or adequate protection is in place, for example by the use of a prescribed form of contract to govern the transmission of the data.
6. Subject to some exceptions for organisations that only do very simple processing, and for domestic use, all entities that process personal information must register with the Information Commissioner's Office.

7. The departments of a company that are holding personal information are required to have adequate security measures in place. Those include technical measures (such as firewalls) and organisational measures (such as staff training).
8. Subjects have the right to have factually incorrect information corrected (note: this does not extend to matters of opinion)

4.1 Management

The principle data held by Management is a list of committee members and Users representatives comprising typically email addresses and telephone numbers. It is used to:

- i) facilitate the distribution of minutes and other related information; and
- ii) manage the use of GVH.

If other data is necessary for Management to perform its duties the principles below shall be adhered to.

1. Data shall only be used for the specific purposes for which it is collected.
2. Data shall not be disclosed to other parties without the consent of the individual whom it is about.
3. Access should be allowed to individuals to inspect any data on them.
4. Personal information shall be kept for no longer than is necessary and shall be kept up to date.
5. Personal information shall not be sent outside the European Economic Area.
6. Management judge they are a organisation which does simple processing and should not register with the Information Commissioner's Office.
7. Management holding data shall have adequate security measures in place.
8. Individuals shall have the right to have any factually incorrect information corrected.

4.2 Users

Users holding data as part of their activities shall comply with the UK Data Protection Act 1998.

It is noted that typical data held will be a membership list of a group, comprising names and contact details.