**Data Protection Policy for Lindale Village Hall**

**Date of Policy Approval:** [1 May 2025]
**Policy Review Date:** [1 May 2026]

**1. Policy Statement**

Lindale Village Hall is committed to protecting the privacy and security of personal data. This policy outlines how the Hall collects, uses, stores, and safeguards personal information in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

**2. Purpose**

The purpose of this policy is to ensure:

* Compliance with data protection legislation.
* Transparency in how personal data is managed.
* The protection of individuals' privacy rights.

**3. Scope**

This policy applies to:

* Volunteers, and committee members of Lindale Village Hall.
* Hirers, service providers, and users of the Hall’s facilities.
* Any personal data processed by or on behalf of Lindale Village Hall.

**4. Key Principles**

Lindale Village Hall adheres to the data protection principles outlined in UK GDPR:

1. **Lawfulness, fairness, and transparency** – Data is processed lawfully, fairly, and transparently.
2. **Purpose limitation** – Data is collected for specific, explicit, and legitimate purposes.
3. **Data minimisation** – Data collected is adequate, relevant, and limited to what is necessary.
4. **Accuracy** – Personal data is accurate and kept up to date.
5. **Storage limitation** – Data is retained only as long as necessary.
6. **Integrity and confidentiality** – Data is processed securely to protect against unauthorised access, loss, or damage.

**5. Roles and Responsibilities**

**5.1 Data Controller**
The Lindale Village Hall Management Committee is the Data Controller and is responsible for ensuring compliance with this policy.

**5.2 All Volunteers**
All individuals involved in managing or operating Lindale Village Hall are responsible for understanding and adhering to this policy.

**6. Personal Data Collected**

The types of personal data collected may include:

* Contact details (e.g., names, phone numbers, email addresses) of hirers, service providers, and attendees.
* Payment information for hire fees.
* Feedback or correspondence relating to the use of the Hall.
* CCTV footage, if applicable, for security purposes.

**7. Data Usage**

Personal data is used to:

* Manage bookings and contracts for hall hire.
* Communicate with users regarding events or bookings.
* Ensure the safety and security of the Hall and its users.
* Meet legal obligations (e.g., financial records).

**8. Lawful Basis for Processing**

Lindale Village Hall processes personal data under the following lawful bases:

* **Contract**: To fulfil agreements with hirers or service providers.
* **Legal Obligation**: To comply with financial and safety regulations.
* **Legitimate Interests**: To ensure effective operation and communication.

**9. Data Sharing**

Lindale Village Hall will not share personal data with third parties unless:

* It is necessary to fulfil a contractual obligation (e.g., payment processing).
* Required by law (e.g., for regulatory or security purposes).
* Explicit consent has been provided.

**10. Data Storage and Security**

* Personal data is stored securely on password-protected systems or locked physical files.
* Access to personal data is restricted to authorised personnel only.
* Electronic data is backed up securely.

**11. Retention of Data**

Personal data is retained only as long as necessary for the purposes for which it was collected. Specific retention periods include:

* Booking records: Retained for six years for accounting purposes.
* CCTV footage: Retained for a maximum of 30 days unless required for investigation.
* General correspondence: Retained for up to one year.

**12. Rights of Individuals**

Individuals have the following rights under data protection laws:

* **Right to Access**: Request access to their personal data.
* **Right to Rectification**: Request correction of inaccurate data.
* **Right to Erasure**: Request deletion of data where no lawful basis exists for its retention.
* **Right to Restrict Processing**: Request limitation on how data is used.
* **Right to Data Portability**: Request transfer of data to another organisation.
* **Right to Object**: Object to data processing for legitimate interests.

To exercise any of these rights, individuals can contact the Hall Management Committee.

**13. Data Breaches**

Lindale Village Hall will:

* Report data breaches to the Information Commissioner’s Office (ICO) within 72 hours if they pose a risk to individuals’ rights and freedoms.
* Notify affected individuals if the breach is likely to result in a high risk to their rights.

**14. Contact Information**

For data protection queries or concerns, contact:
**Lindale Village Hall Management Committee**
Phone: [Insert Phone Number]
Email: [Insert Email Address]
Address: [Insert Address]

For complaints, individuals can contact the **Information Commissioner’s Office (ICO):**
Website: [www.ico.org.uk](https://www.ico.org.uk/)
Phone: 0303 123 1113

**15. Policy Review**

This policy will be reviewed annually or when legislation changes.

**Approved by:**
[Signature or Name]
**Date:** [Insert Date]

This policy ensures Lindale Village Hall’s commitment to protecting personal data in compliance with UK GDPR and the Data Protection Act 2018.

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