



## ***DATA PROTECTION POLICY***

Bishop Middleham Village Hall is a CIO registered with the Charity Commission. RCN 1174380

### **PHILOSOPHY:**

Bishop Middleham Village Hall recognises its responsibility to comply with the Data Protection Act 1998 (DPA). The act regulates the use of personal data.

### **PRINCIPLES:**

This data does not have to be sensitive data; it can be as little as a name and address. The Data Protection Act 1998 sets out high standards for the handling of private information and protecting individuals' rights for privacy. It also regulates how personal information can be collected, handled and used. The Act applies to anyone holding personal information about people; electronically or on paper.

### **PROCEDURES:**

When dealing with personal data the Trustees will ensure that:

- Data is processed fairly and lawfully. Personal information will only be collected from individuals if Trustees have been open and honest about why they want the information.
- Data is processed for specified purposes only.
- Data is relevant to what it is needed for. Data will be monitored so that too much or too little is not kept; only data that is needed will be held.
- Data is accurate and kept up to date. Personal data will be accurate, if it is not it will be corrected.
- Data is not kept longer than it is needed. Data no longer needed will be shredded or securely disposed of.
- Data is processed in accordance with the rights of individuals. Individuals will be informed, upon request, of all personal information held about them.
- Data is kept securely and confidentially. Only Trustees can access the data. It cannot be accessed by members of the public. Data will not be used for any other purpose or passed to any third party.

**This policy will be reviewed every 3 years.**