



West Hatch Village Hall

Data Protection Policy for West Hatch Village Hall: Charity Number 282641

The purpose of this policy is to comply with the terms of the General Data Protection Regulation 2016/679 (the “GDPR”), which has effect from 25th May 2018.

Glossary of words/terms used in the GDPR

Data Controller: The person/body/organisation determining the ‘how and what’ of data processing.

Data Subject: The individual about whom personal data is processed.

Personal data: Information about a living individual capable of identifying that individual.

Processing: Anything done with/to personal data, including storing it.

Data Controller

The Secretary for the Village Hall Committee acts as the Data Controller, and is overseen by the Trustees of the Hall.

What personal data do we keep

The data held by the Secretary and Treasurer is subject to the GDPR conditions and relates to the following:

Location of Data	Description of Data Held/Use
i. Emails	Held to advise those interested of events held at the hall. Deleted by request from the individual concerned.
ii. Insurance details for commercial and other use	Copies of insurance details for commercial hirers of the hall – retained for 6 years
iii. Trustee names, addresses and dates of birth	Held for the period of trustee position carried out. Removed following resignation at the AGM.

How does the Secretary and Treasurer process personal data?

They comply with their obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure; and by ensuring that appropriate technical measures are in place to protect personal data.

Where does the data reside and for how long; how secure is it

	Format	Where kept?	Security	Destroy date*
Emails	Filed and password protected list on computer	Home of Secretary	Locked home Password protected system	Removed when requested by individual
Financial records	Filed and password protected list on computer	Home of Treasurer	Locked home Password protected	6 years, as required by HRMC/Charity Commission
Minutes of meetings and Committee papers.	Filed and password protected list on computer	Home of Secretary	Locked home Password protected on lap-top. Filed in the village hall following change of ownership of the role.	Hard copies and stick retained in the cupboard in the Village Hall kitchen area.

Why do we process personal data

Data is kept to inform local people of activities and events that might be of interest to them and to keep them informed about what happens in the hall and where funds obtained are used to improve the facility we have within West Hatch for their use and enjoyment.

Other records are kept to comply with the requirements of HRMC and the Charity Commission. These records are shared with an independent external examiner each year who examines the work of the hall and ensures financial probity, by reporting to the Trustees.

What is the legal basis for processing your personal data

Processing of the personal data outlined above is to meet legal obligations imposed by the Registrar, by HMRC and by The Charities Act.

How will any breach be handled

Where any breach of process occurs resulting in accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data **and** this presents a high risk to the individual(s) involved (e.g. through identity theft), the Data Controller will, as soon as practical, report the event to the individual(s) concerned and, within 72 hours, to the Information Commissioner's Office.

Contact Details

Secretary of the Village Hall Committee: Mrs Margaret Luck, Greystones, Slough Green, Taunton TA3 5RR

The Information Commissioner's Office can be contacted on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or by post at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Authorised at the Committee Meeting held on 20th April 2026

Review date: March 2027