



Arthur S Winterbotham Memorial Hall

28, The High Street, Cam, GL11 5LE

Registered Charity Number 301480

DATA PROTECTION POLICY

Introduction

The Arthur S Winterbotham Memorial Hall Management Committee (Management Committee) needs to collect and use certain types of information about its committee members ("Members") employees (Caretaker & Cleaner) and other people, mainly Hirers ("Hirers"), who come into contact with it in order to carry on its work. This personal information must be collected and dealt with appropriately, whether on paper, in a computer or recorded on other material, and there are safeguards to ensure this under the Data Protection Act 1998.

The Management Committee intends to ensure that personal information is treated lawfully and correctly. To this end, it will adhere to the Principles of Data Protection, as detailed in the Data Protection Act 1998. Amongst other things, this means that personal information retained by the Management Committee shall:

- be adequate, relevant and not excessive
- be accurate and, where necessary, kept up to date,
- not be kept for longer than is necessary
- be kept secure, and appropriate measures shall be taken to prevent unauthorised or unlawful processing or accidental loss or destruction of personal information.

The Management Committee has responsibility for ensuring the compliance with the Data Protection Act 1998, and for ensuring that everyone possessing or processing personal information understands that they are contractually responsible for following good data protection practice and dealing promptly and courteously with any enquiries about the Management Committees handling of personal information.

Collection and Processing of Personal Information

When collecting personal information on a Member or other individual, the Management Committee will ensure that the subject understands why the information is needed and what it will be used for and, as far as reasonably possible, grants explicit consent, either written or verbal, for personal information to be processed. The Management Committee determines for what purposes personal information will be used.

The management Committee will collect and process personal information only to the extent that it is needed to fulfil its operational needs or to comply with any legal requirements or to ensure the quality of information used.

Data Storage

Personal information and records relating to Members and other individuals will be stored securely and will only be accessible to members of the Management Committee and, with the approval of a member of the Management Committee, to other Members as may need the personal information or records for a particular purpose or function approved by the Management Committee. Such information will be stored for only as long as it is needed or required and will be disposed of appropriately when no longer needed.

It is the Management Committee's responsibility to ensure that all personal information is non-recoverable from any computer system which has been passed on/sold to a third party.

Data access and accuracy

All Members and other individuals have the right to access any personal information that the Management Committee holds about them, and to correct, rectify, block or erase such information. The Management Committee will also take reasonable steps ensure that such personal information is kept up to date, and will ensure that people about whom personal information is held have the right to be informed that processing is being undertaken, and to prevent processing in certain circumstances.

Disclosure

The Management Committee may sometimes need to share personal information with certain bodies such as a local authority or bank. Members and other individuals whose personal information is to be shared will, in most circumstances, be made aware of how and with whom their information will be shared, but there are circumstances where the law allows or requires the Management Committee to disclose personal information (including sensitive data) without the subject's consent.

Signed:-

Jeremy Clutterbuck

Chairman

Jeffery Martin

Treasurer

Roger Harmer

Trustee