**SHROTON VILLAGE HALL CHARITY . ( No.** 279297**)**

 **DATA PROTECTION POLICY**

**Privacy**

The Charity Trustees and Management Committee will comply with UK data protection legislation and will protect the privacy of all those who use or are associated with the Hall or who support the work of the Charity. This Policy explains how personal information which is given or collected in the process of hiring, supporting or contracting with the management of the Charity is used and stored. It forms part of the Conditions of Use for the hire of the Hall.

**What information will be collected?**

**2.** Information may be taken from those who hire the Hall and from trustees, volunteers, employees and contractors . The sort of information we collect will include names, postal addresses, email addresses and telephone numbers. Trustees are required to provide their names and dates of birth as part of the Charity Commission Return. Bank details may also be requested to enable the Treasurer to pay invoices or to reimburse expenses or other costs incurred on on behalf of the Charity.

**What use is made of personal information?**

3. The Committee may use this information in order to

* process bookings or ticket sales,
* pay invoices,
* reimburse expenses or costs incurred by volunteers, update the Charity Commission register of Trustees, circulate minutes and other documents
* keep the Charity Commission register of Trustees up to date
* circulate minutes and other documents for information or for the record
* keep financial and accounting records

Personal information will be stored only for as long as it is needed or required by law. Correspondence and emails will be deleted or destroyed as soon as it is no longer required. Financial records will be kept for 7 years. Archival material such as minutes and legal documents may be stored indefinitely.

**How to access and control personal information**

4. Details of Personal information held by the Committee may be requested at any time by letter or email. The Committee will promptly correct any information which is incorrect, inaccurate or out of date.

First ratified 2024 For annual review at the AGM