

General Data Protection Regulation GDPR Policy (May 2018)

Tewin Memorial Hall

Data held by the Tewin Memorial Hall Committee may include names, postal addresses, phone numbers and email addresses. These will have been willingly supplied to the hall either because of a general interest in the Hall, or to hire the hall, or to take part in specific activities such as the supporters club.

Names and postal addresses are essentially public information.

Phone numbers and email addresses may not be regarded as public, but they are widely disseminated between friends, colleagues and various activity groups.

Names may appear on the Minutes of Committee meetings and these are posted online.

Phone numbers and email addresses may be circulated between individuals connected with the Hall, and may be known to other parties doing business with the hall.

Personal data can also be construed as including photographs. Any photographs held by the Committee will either be held by consent, or they will be photographs taken at public events and so essentially photographs that any member of the public could have taken.

Members of the Supporters Club also freely give their bank account sort code and account number. This is only held on the original paper application forms. It is never held electronically. It is only used as an ultimate means of distributing prize money, for instance when an individual has moved away without updating the address we hold for them. If an individual stops contributing to the Club, then their application form is destroyed. Names, street addresses and prize monies are displayed in public.

Hirers of the Hall will give event dates to the Hall. They may pay by cheque and thus reveal their bank account details. Information relating to individual hirings is not held online, and as the events pass, this information will in due course be deleted.

For trustees, name, address, date of birth, phone number and email address are provided to the Charity Commission.

The Committee is made up of volunteers, so information will reside on home computer systems. It will thus be subject to normal security arrangements and occasional breaches, as would any similar data held on home computer systems for normal social interaction. Loss of data involving names, postal addresses, phone numbers and email addresses does not involve any significant security or privacy risk to the individuals concerned.

The data that we hold is legitimate being freely given by the individuals concerned. It is non-sensitive and held by unambiguous consent.

Except as noted above, the Hall Committee does not use data for any other purpose and does not supply data to third parties.

The Committee will willingly answer questions from any person about which of their personal details are held by the Committee. The Committee will also do what it can to respond to requests to forget personal details.

Being a non-profit organisation, we believe that the Memorial Hall is exempt from the annual Data Protection Fee payable to the Information Commissioner's Office.