

Privacy & Data Protection Policy

CREECH ST MICHAEL VILLAGE HALL

Version 4.0 — Reviewed: May 2026

Policy Statement Creech St Michael Village Hall Management Committee (acting as the Data Controller) is committed to protecting the rights and privacy of all individuals in accordance with the **UK General Data Protection Regulation (UK GDPR)**, the **Data Protection Act 2018**, and the **Data (Use and Access) Act 2025**.

Data Protection Principles Personal data held on computers, mobile devices, or manual paper files (including emails, booking forms, minutes, and photographs) will be:

1. Processed lawfully, fairly, and transparently.
2. Collected only for specified, explicit, and legitimate operational purposes (hall bookings, financial administration, volunteer management, and statutory record-keeping).
3. Adequate, relevant, and limited to what is necessary.
4. Accurate and kept up to date.
5. Retained only for as long as necessary (accounting records retained for up to 7 years; general booking data destroyed when no longer required).
6. Stored securely using appropriate physical and technical access controls.
7. Handled in full compliance with individual data subject rights.

Individual Rights & Subject Access Requests (SARs) Individuals have the right to request access to the personal data held about them, request corrections, or request erasure where applicable.

- **Submitting a Request:** SARs should be addressed to the Chair of the Management Committee.
- **Response Timeframe:** The Committee will respond within one calendar month (30 days) of receiving the request and verifying the applicant's identity.
- **Complaints:** The charity maintains a documented complaints procedure. If unsatisfied, individuals have the right to lodge a complaint with the Information Commissioner's Office (ICO).

Data Sharing Personal data will not be shared with third parties without consent, except where required by law (e.g., child protection concerns, statutory accounting, or legal proceedings).

Policy Review This policy is reviewed annually by the Management Committee prior to the AGM.