**PETERSTON CHURCH & COMMUNITY HALL**

**Data Protection Policy**

**1. Introduction**

In order to manage its affairs, the Peterston Church & Community Hall (PC&CH) needs to gather, store and use certain forms of information about individuals.

These include, trustees, committee members, employees, leaders of sections, principal hirers volunteers, contractors, volunteers, audiences and potential audiences, and other people the PC&CH has a relationship with, or regularly needs to contact. (Hereafter referred to as Contacts)

PC&CH is committed to protecting individuals’ privacy and processing their personal data in accordance with the General Data Protection Regulations (GDPR). This policy explains how the information we collect is used and kept securely, as well as the individual’s right to access information that is held concerning them under the Data Protection Legislation.

This policy explains how this data is collected, stored and used in order to meet the PC&CH data protection standards and comply with the law.

2.**This policy ensures that PC&CH:**

Protects the rights of its PC&CH Contacts and complies with data protection law and follows good practice Protects the PC&CH from the risks of a data breach.

**Who and what does this policy apply to?**

 This applies to all those handling data for and on behalf of the PC&CH, for example:

• Trustees

• Committee members

• Employees and volunteers

• Section leaders

• Contractors/Third-party suppliers

 It applies to all data that the PC&CH holds relating to individuals, including:

• Names

• Email addresses • Postal addresses • Phone numbers

• Any other personal information held (e.g. bank & financial)

Therefore, everyone who has access to data as part of the PC&CH has a responsibility to ensure that they adhere to this policy.

3. **The Data Controller**

For the purposes of this legislation, the Management Committee of the PC&CH is the Data Controller and is responsible for why data is collected and how it will be used. Any questions relating to the collection or use of data should be directed to the Data Controller via the Secretary.

4**. The information we collect about you**

The PC&CH will only collect data where it is lawful and where it is necessary for the legitimate purposes of the PC&CH. We will collect the following data:

* A name, email address, telephone number and any other information that individuals voluntarily provide to us when participating or in correspondence during the period of their association with PC&CH.
* The name and contact details of all volunteers, committee members, employees and contractors when they take up a position within the PC&CH. Such data will be used to contact them regarding PC&CH administration related to their role.
* The IP address (which is a unique identifier that computers and devices use to identify and communicate with each other) which is automatically recognised by the web server when visiting visit the Peterston Community website. (Peterstonsuperely.org)
* We do not obtain personal data from other outside sources or third parties.

5. **How we keep the information we collect**

Any personal data that is in paper format will be kept securely .

Electronic data will be stored on a password-protected personal computer with anti-virus software that is backed up regularly. If you provide us with details of your bank account, these will be kept separate from your other personal data.

We will maintain the accuracy of your personal data whenever you inform us of changes that occur during the course of your membership.

 6**. How we use the data we collect**

We will use your personal information for a number of purposes in connection with the running of the PC&CH, including:

* To deal with your requests and enquiries;
* To contact you by telephone or email for reasons relating to use of the hall;
* To notify you about PC&CH functions;
* To notify you of matters relating to the management of the PC&CH activities including the Annual, Special and any Extraordinary General Meetings, matters relating to the Hall draw ;
* To notify you of any changes to the PC&CH Constitution;
* We will never use data for any purpose other than that stated or, which can be considered to be reasonably related to it. Furthermore, we will ensure the data that is collected is relevant and not excessive.
* We will never pass on personal data to third parties without the explicit consent of the subject.

7**. How long do we retain data**

We will keep data on individuals for no longer than 12 months after the PC&CH involvement with the individual has ceased, unless there is a legal requirement to keep such records.

8. **How you can find out what data we hold about you**

The following requests can be made in writing to the Data Controller via PC&CH Secretary:

* All contributors to PC&CH can request to see any data stored about them. Any such request will be actioned within 14 days of the request being made.
* All contributors to PC&CH can request that any inaccurate data held on them is updated. Any such request will be actioned within 14 days of the request being made.
* Members and supporters can object to any storage or use of their data that might cause them substantial distress of damage or any automated decisions made based on their data. Any such objection will be considered by the Trustees and a decision communicated within 30 days of the request being made.

9. **Amendments to the Privacy Policy**

The PC&CH Committee regularly reviews this Privacy Policy and any changes will be approved at a General Meeting. This Privacy Policy was first prepared in March 2018.

**10. Complaints**

If you have a complaint regarding PC&CH use of your personal data then contact the Secretary at peterstonvillagehall@gmail.com in writing in the first instance. If your complaint is not resolved to your satisfaction you can make a formal complaint to the Information Commissioner’s Office (0303 123 1113).