

G D P R

Overview of the General Data Protection Regulation

The Charity will ensure that all personal data that it holds will be:

- ✓ processed lawfully, fairly and in a transparent manner;
- ✓ collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- ✓ adequate, relevant and limited to what is necessary;
- ✓ accurate and kept up to date;
- ✓ kept in a form which permits identification of data subjects for no longer than is necessary;
- ✓ processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.

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Bromeswell Village Hall

Data Protection Policy

1. Introduction

Under the General Data Protection Regulations (GDPR) Bromeswell Village Hall Committee (herein after referred to as “the Charity”) is required to comply with the GDPR and undertakes to do so.

Throughout this policy document, numbers prefixed by “Art:” in brackets (eg: {Art:5}) refer to the relevant Article(s) in the GDPR.

2. Definitions *{precised from Art:4}*

The definitions of terms used in this policy are the same as the definitions of those terms detailed in Article-4 of the GDPR.

Data Subject

A data subject is an identifiable individual person about whom the Charity holds personal data.

Contact Information

For the purposes of this Policy, “Contact Information” means any or all of the person’s:
full name (including any preferences about how they like to be called);
full postal address;
telephone and/or mobile number(s);
e-mail address(es);
social media IDs/UserNames (e.g.: Facebook, Skype, Hangouts, WhatsApp, etc).

3. Principles of the GDPR *{precised from Art:5}*

The Charity will ensure that all personal data that it holds will be:

- a) processed lawfully, fairly and in a transparent manner in relation to individuals;
- b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

4. Lawful Processing

The Charity will obtain, hold and process all personal data in accordance with the GDPR for the following lawful purposes.

In all cases the information collected, held and processed will include Contact Information (as defined in 2 above).

4.1 By Consent

People who want to hire the hall, and provide the necessary contact details, and the type of event they wish to undertake in the hall or grounds, what equipment is to be used and the amount of people they expect.

The information provided will be held and processed solely for the purpose of use in the booking and hiring arrangements of the hall, grounds and Covid control.

4.2 By Contract

People who sell goods and/or services to, and/or purchase goods and/or services from the Charity.

The information collected will additionally contain details of:

- a) The goods/services being sold to, or purchased from the Charity;
- b) Bank and other details necessary and relevant to the making or receiving of payments for the goods/services being sold to or purchased from the Charity.

The information provided will be held and processed solely for the purpose of managing the contract between the Charity and the person for the supply or purchase of goods/services.

4.3 By Legal Obligation

Where there is a legal obligation on the Charity to collect, process and share information with a third party – e.g.: Public Health England or the Council under Covid rules in the event of an outbreak.

The information provided will be held, processed and shared with others solely for the purpose meeting the Charity's legal obligations.

4.4 By Vital Interest

The Charity undertakes no activities which require the collection, holding and/or processing of personal information for reasons of vital interest.

4.5 By Public Task

The Charity undertakes no public tasks which require the collection, holding and/or processing of personal information.

4.6 Legitimate Interest

Processing of client (hirers) data.

5. Individual Rights

Note: The following clauses are taken primarily from the guidance provided by the Office of the Information Commissioner,

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-be-informed/>

5.1 The right to be informed {precised from Arts 12-14}

When collecting personal information the Charity will provide to the data subject free of charge and will be available via the website, a Privacy Policy written in clear and plain language which is concise, transparent, intelligible and easily accessible containing the following information:

- ✓ Identity and contact details of the controller
- ✓ Purpose of the processing and the lawful basis for the processing
- ✓ The legitimate interests of the controller or third party, where applicable
- ✓ Categories of personal data
(Not applicable if the data is obtained directly from the data subject)
- ✓ Any recipient or categories of recipients of the personal data
- ✓ Details of transfers to third country and safeguards
- ✓ Retention period or criteria used to determine the retention period
- ✓ The existence of each of data subject's rights
- ✓ The right to withdraw consent at any time, where relevant
- ✓ The right to lodge a complaint with a supervisory authority
- ✓ The source the personal data originates from and whether it came from publicly accessible sources
(Not applicable if the data is obtained directly from the data subject)
- ✓ Whether the provision of personal data is part of a statutory or contractual requirement or obligation and possible consequences of failing to provide the personal data
(Not applicable if the data is NOT obtained directly from the data subject)
- ✓ The existence of automated decision making, including profiling and information about how decisions are made, the significance and the consequences.

In the case of data obtained directly from the data subject, the information will be provided at the time the data is obtained.

In the case that the data is not obtained directly from the data subject, the information will be provided within a reasonable period of the Charity having obtained the data (within one month), **or**,

If the data is used to communicate with the data subject, at the latest, when the first communication takes place; **or**

If disclosure to another recipient is envisaged, at the latest, before the data is disclosed.

5.2 The right of access {Art:15}

The data subject shall have the right to obtain from the controller confirmation as to whether or not personal data concerning him/her is being processed, and, where that is the case, access to his/her personal data and the information detailed in the Charity's relevant Privacy Policy:

5.3 The right to rectification {precised from Art:16}

The data subject shall have the right to require the controller without undue delay to rectify any inaccurate or incomplete personal data concerning him/her.

5.4 The right to erase {The right to be forgotten} {precised from Art:17}

Except where the data is held for purposes of legal obligation or public task (4.3 or 4.5) the data subject shall have the right to require the controller without undue delay to erase any personal data concerning him/her.

Note: This provision is also known as "The right to be forgotten".

5.5 The right to restrict processing {precised from Art:18}

Where there is a dispute between the data subject and the Controller about the accuracy, validity or legality of data held by the Charity the data subject shall have the right to require the controller to cease processing the data for a reasonable period of time to allow the dispute to be resolved.

5.6 The right to data portability {precised from Art:20}

Where data is held for purposes of consent or contract (4.1 or 4.2) the data subject shall have the right to require the controller to provide him/her with a copy in a structured, commonly used and machine-readable format of the data which he/she has provided to the controller, and have the right to transmit that data to another controller without hindrance.

5.7 The right to object {Art:21}

- a) The data subject shall have the right to object, on grounds relating to his or her particular situation, at any time to processing of personal data concerning him/her which is based Public Task or Legitimate Interest (4.5 or 4.6), including profiling based on those provisions. The controller shall no longer process the personal data unless the controller demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or for the establishment, exercise or defence of legal claims.
- b) Where personal data are processed for direct marketing purposes, the data subject shall have the right to object at any time to processing of personal data concerning him/her for such marketing, which includes profiling to the extent that it is related to such direct marketing.
- c) Where the data subject objects to processing for direct marketing purposes, the personal data shall no longer be processed for such purposes.
- d) At the latest at the time of the first communication with the data subject, the right referred to in paragraphs a) and d) shall be explicitly brought to the attention of the data subject and shall be presented clearly and separately from any other information.

5.8 Rights in relation to automated decision making and profiling. {precised from Art:22}

Except where it is: a) based on the data subject's explicit consent, or b) necessary for entering into, or performance of, a contract between the data subject and a data controller; the data subject shall have the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning him/her or similarly significantly affects him/her.

6. Data Controller and Data Protection Office

6.1 Data Controller {precised from Art:24}

A Data Controller will be appointed by the Board of Trustees.

In the absence of the Data Controller (eg: on holiday or on sick leave) the Chair of the Trustees will act as the Data Controller.

The Data Controller shall implement appropriate technical and organisational measures to ensure and be able to demonstrate that processing is performed in accordance with this Regulation. {Arts-24 & 25}

Those measures shall be reviewed and updated where necessary.

6.2 Data Protection Officer {precised from Art:37}

The scale and scope of the data collected and processed by the Charity does not justify the appointment of a Data Protection Officer.

7. Privacy Policy

The Charity will have a Privacy Policy which it will make available to everyone on whom it holds and processes personal data, in accordance with 5.1.

Clauses are generic and apply to all Privacy Policies

Clauses are specific to the nature of the data being collected, held and processed.

In the case of data obtained directly from the data subject, the information will be provided at the time the data is obtained.

In the case that the data is not obtained directly from the data subject, the information will be provided within a reasonable period of the Charity having obtained the data (within one month), **or**,

if the data are used to communicate with the data subject, at the latest, when the first communication takes place; **or**

if disclosure to another recipient is envisaged, at the latest, before the data are disclosed.

7.1 Identity and contact details of the controller.

The Charity's Data Controller is the Committee Treasurer: Patrick Clarke.

The Controller can be contacted via e-mail: patrick.clarke@bromeswellhall.co.uk

7.2 The source the personal data originates from and whether it came from publicly accessible sources

We ask the person who is hiring the hall or grounds to provide their details as defined in Section 2. We do not obtain data from or give to publicly accessible sources.

7.3 Whether the provision of personal data is part of a statutory or contractual requirement or obligation and possible consequences of failing to provide the personal data

The provision of your personal data for this is a statutory requirement under Covid legislation at this time. It is also a contractual requirement in conjunction with the hiring agreement that you will read and sign.

Failure to provide the data, or the provision of data which are inaccurate or late render both you and the Charity to significant penalties or legal action.

7.4 The existence of automated decision making, including profiling and information about how decisions are made, the significance and the consequences.

The Charity does not use any automated decision-making software in the processing of your personal data.

7.5 Details of transfers to third country and safeguards

The Charity does not transfer any personal data to third countries.

7.6 The right to lodge a complaint with a supervisory authority

You have the right to lodge a complaint with the Information Commissioner's Office, the supervisory authority for the UK. If you are dissatisfied with the way that the Charity is collecting, holding, processing and using your personal data and you feel that your reasonable attempts to raise the issues and get them addressed have failed.

Helpline on 0303 123 1113, <https://ico.org.uk/make-a-complaint/>

Change Record

Date of Change:	Changed By:	Comments:
01/07/2021	Patrick Clarke	Policy approved by the Trustees

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