



# Horndon on the Hill Village Hall

## Data Protection Policy

Reg. Charity No. 274903

### Purpose

Horndon on the Hill CIO is committed to protecting personal data in compliance with the Data Protection Act 1998 (DPA) and GDPR. Trustees, staff, and volunteers must handle personal data lawfully, securely, and only for hall management purposes.

### Key Terms

- **Data Controller:** Trustees.
- **Data Subject:** Any individual whose data is held.
- **Sensitive Data:** Health, religion, politics, sexual orientation, criminal record, etc. (requires explicit consent).
- **Processing:** Collecting, storing, using, or sharing data.

### Principles

- Collect data fairly, lawfully, and for specific purposes only.
- Keep data accurate, relevant, and secure.
- Retain data only as long as necessary.
- Respect individuals' rights to access, correct, or delete data.
- Do not transfer data outside the EEA without protection.

### Practical Guidance

- Limit access to trustees and staff.
- Secure devices with passwords and encryption; never leave unattended.
- Store only essential data; delete unnecessary info securely.
- Verify identities before sharing data by phone or email.
- Financial records: retain up to 7 years; archival/legal documents: indefinite.
- Employee records: keep indefinitely.

### Data Sharing

Only share data legally, with consent, or to protect vital interests.

### Responsibility

All staff must comply with this policy. Breaches may result in action. Trustees ensure lawful collection, security, and use of data.

*This policy was written by Nell Edwards, Vice Chairperson, Horndon on the Hill Village Hall.*

**Reviewed and approved by the Trustees on December 2025**

**Next review date May 2026 then every two years**