



Farningham Village Hall

Data Protection Policy

v4 of 27.02.23

Privacy, Use, Storage, Retention, Review and Disposal

Summary

This Policy covers headings set out by the Information Commissioner's Office (ICO) Guidelines.

The Privacy Statement relates to personal information held by FVH and states that this information will not be released without that person's consent.

Contact with FVH is made via the website.

The Policy and procedures are reviewed annually.

1. Privacy Statement

This Privacy Statement tells you what to expect when you engage with the Farningham Village Hall (FVH). We are committed to keeping your information safe and secure.

FVH is a non-statutory, voluntary not-for-profit **Committee** of individuals, structured under the auspices of **Farningham Parish Council (FPC)** to support and promote physical and mental recreation and social moral and intellectual development through the medium of reading and recreation rooms, library, lectures, classes, recreation and entertainment, or otherwise as may be found expedient for the benefit of the inhabitants of the Parish of Farningham in the County of Kent, without distinction of sex, of political or other opinions .

We rely on "consent" as our lawful basis for our engagement with any individuals and we gather this when people sign up. You can read more about what this means on the [Information Commissioner's Office](#) website.

Any breach of privacy, no matter how caused, will be reported to the Committee to facilitate a decision to notify FPC within 72 hours, and the individual(s) concerned, with an assessment of the risks. A record of any breaches will be maintained on the Information Asset Register.

The Committee is supported by an appointed Secretary. This role includes the management of information and the appointee is therefore the designated Information Processor. The policy decisions concerning information management rests with the Committee members of which the Chair is the designated Information Controller.

This GDPR Policy will be an Agenda item at every AGM.

Contacting us: Making an enquiry, writing or calling us

FVH operates a dedicated website: <http://www.farninghamvillagehall.co.uk/> and e-mails we send or receive may not be protected in transit. We will monitor all emails, including file attachments for viruses or malicious software. Please be aware that you have a responsibility to ensure that any email you send is within the bounds of law.

When you contact FVH via email or post with a question, concern, compliment, or to share your views we will process the personal information that you supply to us so we are able to respond, where appropriate.

We will not disclose any of your personal information to any other organisation or person for any other purpose without your clear and prior consent, unless there is an apparent risk to safety or we are required to do so by law.

In accordance with FVH's Retention, Review and Disposal Policy, correspondence and any personal information submitted in relation to your query will be retained for two years from the date of the last action undertaken.

If you have a question, concern, compliment, or wish to share your views, and would like a written response, we will ask you to put your enquiry in writing.

Making a Freedom of Information request (Fol)

When you contact FVH in writing with an Fol, we will process the personal information that you supply to us so we are able to respond, where appropriate.

Where your FOI relates to another organisation, FVH will advise you accordingly. We will not disclose any of your personal information to any other organisation or person for any other purpose without your clear and prior consent, unless required to do so by law.

In accordance with FVH's Retention, Review and Disposal Policy, correspondence and any personal information submitted in relation to your Fol request will be retained for two years from the date of the last action undertaken to address your Fol request.

Making a Subject Access Request (SAR)

When you contact FVH verbally or in writing with what amounts to a SAR, we will process the personal information that you supply to us so we are able to respond within one month. FVH will maintain a record of all such requests. We will not disclose any of your personal information to any other organisation or person for any other purpose without your clear and prior consent, unless required to do so by law. In accordance with FVH's Retention, Review and Disposal Policy, correspondence and any personal information submitted in relation to your SAR will be retained for two years from the date of the last action undertaken to address your SAR.

Organising an event / booking

When organising an event, FVH will ask for contact information to assist us in facilitating ongoing engagement, and feedback on the event itself to help us improve our work. Any information we gather will be held securely on FVH's systems, and will be retained for two years. We will not disclose any of your personal information to any other organisation or person for any other purpose without your clear and prior consent, unless we are required to do so by law.

Consultations and research: Responding to our consultations

FVH may conduct consultations using a variety of methods. For those who contribute to consultations via email, in writing or at events, we will use their anonymised feedback to inform the strategy or policy being consulted on.

We will not disclose any of your personal information to any other organisation or person for any other purpose without your clear and prior consent, unless required to do so by law.

Storage, Retention, Review and Disposal

FVH is dependent on the Bookings Secretary's personal computer for all data management. All FVH data is stored in a single folder, and a separate website is dedicated for communications.

All personal data is retained for two years until the person is no longer current or involved, or asks for it to be removed. The details are then deleted.

Committee membership data is reviewed annually following the AGM to facilitate any changes in membership details. A record of this review is held in the form of an Information Audit and, together with this Policy, the Audit is circulated for Members information.