

PORTSONACHAN VILLAGE HALL DATA PROTECTION STATEMENT

1. Introduction

We are committed to a policy of protecting the rights and privacy of individuals. Occasionally we collect data in order to carry on our work of managing Portsonachan Village Hall. Any personal information collected will be handled and stored securely.

The Hall Committee will remain the data controller for information held. The trustees, committee members and volunteers are responsible for processing and using personal information in accordance with the Data Protection Act 1998 (DPA) and the General Data Protection Regulations (GDPR). The trustees, committee members and volunteers who have access to personal information will be expected to read and comply with this policy.

2. Personal Data

Personal data relating to living individuals that enables them to be identified - e.g. names, addresses, telephone numbers and email addresses will only be collected, amended, stored and used for the purposes of communicating, promoting and managing Hall activities and developments. No data will be kept for longer than is necessary.

The Hall Committee will ensure that any data kept will be secure and will not be passed on to a third party.

We will let people know why we are collecting data, the purpose of doing so and provide assurance that access to personal information will be limited to trustees and members of the Hall committee.

Individuals will have right of access to what information is held about them and to request amendments or removal. Should they wish to do so, they should email the Hall Committee Secretary who will ensure prompt action is taken and any historical record is destroyed.

Portsonachan Village Hall holds email circulation lists for disseminating information on local issues of interest such as meetings and events. Individuals included will be asked to consent to being included on those lists.

Name and address are also retained in a lottery membership folder for the purposes of running the hall lottery. This personal information of individuals no longer playing the lottery is destroyed at the end of each lottery year.

We do not solicit data or personal information nor do we share them with third parties.

3. Photographs and Photography

There are occasions when photos are taken at Hall organised events for the purposes of publicity or as a contribution to report/feedback to funders.

There will be clear signage to raise awareness to those attending that this may be the case. There will be clear notices at entrances and within the Hall stating that photography/filming might be occurring.

The signs will detail how people can opt- out such as requesting not to be in shots or to be in a designated photo-free zone.

If close ups are required which clearly identifies an individual, specific consent will be obtained. This is especially so for children and vulnerable adults.

If images are stored (e.g. on website or newsletters), these will be kept securely in accordance with the Hall's Data Protection statement.

Those who hire the hall for events are responsible for managing photo consent at their own events.

4. Security and Risk Management

The Data Protection Statement along with processes will be reviewed annually. The trustees and Hall Committee understand the consequences of breaching Data Protection. New trustees, committee members and volunteers will be expected to read and understand the Statement.

Email circulation lists, name and address are never shared for any reason and care is taken to hide members of lists by blind copy at the point of circulation.

The email lists are stored on a server based in the UK and the nominated holders of information are C O'Keeffe (email circulation list) and P Hopkinson (lottery).

2March 2026

17th March 2026.

James O'Sullivan - Chair