

Bamburgh Pavilion Management Committee

Data Protection Policy (GDPR)

Bamburgh Pavilion Management Committee needs to collect and keep certain information about its Trustees, regular contractors and users in order to carry out its day to day operations, to meet its objectives and to comply with legal obligations.

The organisation is committed to ensuring that any personal data will be dealt with in line with the General Data Protection Regulations (2018) GDPR. To comply with the law, personal information will be collected and used fairly, stored safely and not disclosed to any other person unlawfully.

In line with the GDPR principles, we will ensure that personal data will be:

- A) Obtained fairly and lawfully and for a specific and lawful purpose
- B) Adequate, relevant but not excessive
- C) Accurate and kept up to date
- D) Not be held longer than necessary
- E) Processed in accordance with the rights of data subjects
- F) Subject to appropriate security measures

Bamburgh Pavilion Management Committee processes the following personal information:

Trustees/committee members - names, dates of birth, addresses, telephone numbers and email addresses

Service users - names, contact details including email addresses and, where applicable, bank details

Contractors - names, contact details and, where applicable, bank details

N.B. Bank account details are required if deposits are to be refunded by bank transfers, and contractors for payment of accounts where BACS is required.

Bamburgh Pavilion Management Committee will ensure that data will be:

- A) Not sold to companies or provided to public organisations
- B) Only be passed to a third party with written consent
- C) Be processed only for the purposes stated
- D) Be kept up to date and accurate
- E) Be erased/deleted as soon as out of date or when no longer necessary
- F) Be kept in a safe place and, where relevant, on a computer which is password protected

Email addresses obtained for a specific purpose (e.g. local events and activities) taking place in the Pavilion will be used for that purpose only. In this context, emails will be sent using blind carbon copy (bcc) to list recipient addresses and an opt-out option will be offered.

Emails circulated to a restricted group such as the Management Committee may show recipient addresses with prior consent.

All organisations using Bamburgh Pavilion will be expected to follow the principles of this policy.

This Policy should be read in conjunction with Information Sheet 4 Data Protection for Village Halls and Community Buildings - A Preliminary Guide (ACRE). All Management Committee members should be aware of and act in accordance with this policy.

September, 2022