



## GDPR

Europe is now covered by the world's strongest data protection rules. The mutually agreed General Data Protection Regulation (GDPR) came into force on 25 May 2018, and was designed to modernise laws that protect the personal information of individuals. This leaflet can only give general advice. If you need more information, look at the information Commissioner's Office's (ICO) website at: <https://ico.org.uk>. The GDPR relates to 'personal data'. This means any data that makes it possible to identify an individual including:

- Name
- Address
- Contact details
- Age (including trustee dates of birth provided for the Charity Commission's annual return)
- Gender
- Family

It can also include:

- Email addresses, and phone numbers
- Employee information
- Databases holding contact information e.g. about bookings, newsletter mailings, ticket sales
- CCTV footage
- Financial information
- For fundraising purposes e.g. lists of individual donors, gift aid reclaim records
- For publicity purposes e.g. photos of identifiable people at events.

Some personal data has strict rules regarding its collection and processing. These include information about racial or ethnic origin, health and medical information and sexual orientation. **This information must not be collected without an individual's written consent. If needed for a survey, etc, it should only be collected on an anonymous basis so that individuals cannot be identified from it.**

This guidance sheet is to provide general guidance only. It does not constitute legal advice and it should not be seen as a complete or authoritative statement of the law. It is the responsibility of village venue trustees or event organisers to ensure that they fully comply with the law. The Council is not responsible for the content of external websites referred to in any of these guidance sheets.

## **Immediate things you need to do**

Give one person on the committee the responsibility for overseeing data protection

- Work out who has what personal data information and how it is stored – this includes computers, paper files, memory sticks, booking forms and diaries, archive material
- Password protect your files with other people's personal data on them
- Laptops storing personal data must have encryption software installed (a password is not sufficient)
- Put any paper information into a locked filing cabinet (put the key somewhere only essential committee members know where it is)
- Delete personal data from your computer(s) that you don't need any more
- Shred or burn paperwork with personal data on it that you no longer need
- Write a Data Protection Policy (use the template provided on the Craven District Council website).
- Put up a notice in your village hall to tell people why you are collecting their personal data, and what you are doing with it (examples are also on the Craven District Council website)

The information you supply about the processing of personal data must be:

- concise, transparent, intelligible and easily accessible;
- written in clear and plain language, particularly if addressed to a child;
- free of charge.

## **Essential things for everyone involved with data to know**

Personal data should be:

- Processed lawfully, fairly and in a transparent manner
- Collected for specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary
- Accurate and where necessary kept up to date
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which those data are processed
- Processed in a manner that ensures appropriate security of the personal data.
- Organisations that process personal data are responsible for compliance with the above Principles and must be able to demonstrate this.

## **Good habits you must foster**

It's fine to gather personal information about people if you're doing it for a specific purpose (mailing lists, booking forms). But you cannot share this information with anyone else UNLESS you have the individual's consent.

If Ms A books one of the rooms in the village hall, and Mr B wants to talk to her about changing the date, you can't share their contact details unless you already have both of their permission to do so. But you can act as the go-between, forwarding Mr B's email (with his consent) to Ms A, or ringing up Ms A and telling them what Mr B has said. At this point you ask Ms A if it's OK to give her contact details to Mr B. If she gives her permission, then you can give Mr B her contact details.

If Mr B wanted to talk to Mrs C (who is a dance teacher who uses your hall), and Mrs C advertises her dance classes on the internet, you can give Mr B the website address so he can contact her himself.

If the Police or Social Services contacted you for information in a suspected Child Protection issue, you are allowed to share data (the requesting body must quote the legal provisions in the Data Protection Act 2018).

Personal data cannot be used for any reason other than why it was collected (except in very limited circumstances). This is sometimes difficult when you hold information about family and friends who are also village hall users. The best thing to do is have a completely separate email address for village hall business with separate password-protected folders so the two lots of information don't get muddled up.

You're also not allowed to use information that you get through the village hall in connection with your own business unless the individual has given specific consent or the information is anyway in the public domain (eg on websites or marketing material).

If your hall is using a CCTV system, you have to register and pay a small annual fee to the ICO. If the village hall and the CCTV system is owned by another organisation, such as the parish council, they are required to register anyway.

## **If the worst happens**

If you or members lose personal data, or it is stolen or accidentally sent to a third party, it is best to immediately ring the ICO for advice about what to do on 0303 123 1113.

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