

# WREN HALL

School Lane, Wroxall, Warwickshire CV35 7NF

REGISTERED CHARITY NO: 522936

## Data Protection Policy

Wren hall needs to collect and to keep certain information about its trustees, volunteers and users in order to carry out its day to day operations and to meet its objectives and comply with legal obligations.

The aim of this policy is to ensure everyone on Wren hall committee who handles personal data is fully aware of the requirements and acts in accordance with data protection procedures

In line with the principles of the Data Protection Act 2018, personal data will be:

- obtained fairly, lawfully and for a specific and lawful purpose
- adequate, relevant but not excessive
- accurate and kept up to date
- held no longer than necessary
- processed in accordance with the rights of data subjects
- subject to appropriate security measures

Personal information collected will normally consist of names, addresses, telephone numbers and email addresses for:

- Trustees
- The primary contact points for regular user groups, such as chair, treasurer or secretary
- Occasional hirers and their nominated representatives
- Contractors
- Regular patrons and attendees of events
- Volunteers

Additionally, hirers will be required to provide bank account details if deposits are to be refunded by direct bank transfer.

Data collected will:

- be processed for the purposes stated only
- be accurate and be kept up to date
- only be passed on to a third party with specific consent
- not be sold to companies or given to public organisations
- be erased as soon as out of date or when no longer necessary.

Email addresses stored for the purpose of informing the community about events taking place in the Hall will be used for that purpose only. This will not include personal information other than that for which consent has been gained. In this context emails will be sent using blind carbon copy to list recipient addresses and an opt-out option is offered on the Wren hall web site.

Emails circulated to a restricted group such as the Management Committee may show recipient addresses with prior consent. All organisations using Wren Hall will be expected to follow the principles of this policy.