

Data Protection

Melmerby Village Hall www.melmerbyvillagehall.co.uk

Registered Charity 520345

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Melmerby Village Hall recognises its responsibility to comply with the Data Protection Act 1998. The act regulates the use of personal data. This does not have to be sensitive data; it can be as little as a name and address.

The Data Protection Act 1998 sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how personal information can be collected, handled and used. The Data Protection Act applies to anyone holding personal information about people, electronically or on paper

The Data Protection Act controls how your personal information is used by organisations, businesses or the government. Everyone responsible for using data has to follow strict rules called 'data protection principles'. They must make sure the information is:

- used fairly and lawfully
- used for limited, specifically stated purposes
- used in a way that is adequate, relevant and not excessive
- accurate
- kept for no longer than is absolutely necessary
- handled according to people's data protection rights kept safe and secure

Melmerby Village Hall respects your privacy and realises the importance of keeping your personal information secure. Personal information is collected directly from you when you interact with Melmerby Village Hall or when you provide information when booking an event.

We collect this information in order to keep in touch with you and to supply you with information regarding events at Melmerby Village Hall through emails. The information which we collect in this way will typically include your name, *postal* and email addresses. Should the purpose for holding your information change, we will notify you.

We will not sell your information to third party organisations, and we do not share your personal information with third parties for their benefit.

Melmerby Village Hall takes the care of your data seriously and undertakes to protect your personal information in a range of ways. Information is held by one individual only and the programme that information is held in is password protected.

We will retain your information for as long as you have an active relationship with Melmerby Village Hall. If you cease to have an active relationship with us or request to receive no further contact, we will ensure your information is securely deleted and/or destroyed.

You may opt out of receiving specific information and types of messages from us by notifying us through the contact point listed below, or by following the opt-out instructions on any email you might receive from us.

You may contact us to correct inaccuracies you find in the data which we hold about you, or if you wish to receive no further information from us, at any point in time. This can be done via:

Contact Information

- Through the website www.melmerbyvillagehall.co.uk where there are booking and contact forms.
- Email melmerbyvillagehallcumbria@gmail.com .

Policy Implemented	January 2022
Signed	<i>Jane Bardsley</i> Chairperson
Review Date	January 2027