

Snettisham Memorial Hall & Playing Field Charity

Data Protection Policy

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1. Snettisham Memorial Hall & Playing Field Charity (MHT) respects your privacy and realise how important it is to you that your personal information is secure. This Policy sets out our rules on data protection and the legal conditions that must be satisfied in relation to the obtaining, handling, processing, storage, transportation and destruction of personal information. The Trustees Committee is responsible for ensuring compliance with the Data Protection Act and is committed to ensuring that we adhere to the eight principles of the Act.

2. Any questions or concerns about the operation of this policy should be referred to the Trustees committee of the MHT. If you consider that the policy has not been followed in respect of personal data about yourself or others you should raise the matter with the Chairman of the Trustees Committee.

3. We are committed to:

- a. Ensuring that we comply with the eight data protection principles as outlined in the Data Protection Act 1998.
- b. Meeting our legal obligations as laid down by the Data Protection Act 1998.
- c. Ensuring that data is collected and used fairly and lawfully.
- d. Processing personal data only in order to meet our operational needs or fulfil legal requirements.
- e. Taking steps to ensure that personal data is up to date and accurate.
- f. Establishing appropriate retention periods for personal data.
- g. Ensuring that data subjects' rights can be appropriately exercised.
- h. Providing adequate security measures to protect personal data.
- i. Ensuring that a nominated MHT Committee member is responsible for data protection and compliance and provides a point of contact for all data protection issues.
- j. Ensuring that all staff is made aware of good practise in data protection.
- k. Providing adequate training for all staff responsible for personal data.
- l. Ensuring that everyone handling personal data knows where to find further guidance.
- m. Ensuring that queries about data protection are dealt with effectively and promptly.

n. Regularly reviewing data protection procedures and guidance within the organisation.

4. **Specifically:**

a. Personal information is collected directly from you when you interact with the MHT (e.g. applying to be a member of the sports HUB, or when you provide information to our treasurer (the events booking officer) when booking for an event. We collect this information in order to keep in touch with you and to supply you with 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.

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

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

d. We will retain your information for as long as you have an active relationship with the MHT. If you cease to have an active relationship with the MHT or request to receive no further contact, we will ensure your information is securely deleted or destroyed.

e. You may opt out of receiving specific information through the MHT treasurer, or by following the, opt – out instructions on any email you might receive from us.

f. You might contact us to correct inaccuracies you find in any data which we hold about you, or if you wish to receive no further information from us, at any point in time.

Mr P Bradshaw

Chairman