

## **Data protection policy**

This document explains the policy of Sheriff Hutton Village Hall CIO for protection of any personal data it collects and uses.

We will only collect the minimum amount of personal data necessary for the purpose for which it has been/is being given. Personal data includes names, addresses, email addresses, phone numbers etc. When we collect data we will tell people we are making a note of it and that, if they have any query about how we might use the information, there is a privacy statement on our website.

We will keep any personal data securely. So electronic data will be protected by a password (either on the file or the computer on which it is held). Paper records will be held under lock and key (eg in locked house or cabinet).

Personal data given to us won't be passed on to anyone outside the village hall organisation without the subject's consent.

We won't use personal data for any purpose other than that for which it was given, without the consent of the subject.

And we won't keep it for any longer than we need it either for the original use or to allow for proper audit of our finances. If we need to retain some information for historical records or statistical purposes we will remove any identifying personal data.