

Alcester War Memorial Town Hall Data Protection Arrangements

1. Data Protection and Information Security Policy

Personal data will only be collected by consent. It will only be used for the stated purpose and only retained for as long as necessary to carry out that purpose and in order to comply with the requirements of the Charity Commission. Personal data will not be shared with any other organisation.

Personal data will be held on a desktop or laptop computer that is protected against hacking and viruses. Back-up will be stored in the Cloud.

The Town Hall's data protection policy will be publicised on the Town Hall website and displayed inside the Town Hall.

2 Data Protection Appointments

Role	Responsibility	Data source
Data Protection Officer	Mike Clark	Hall hirers
Data Processor(s)	Nick Dearling	Hall hirers
	Vaughan Blake	Hall hirers
	Marion Buchanan	Hall hirers
	John Mattocks	100 Club

3 Personal Data Collection, Use and Retention

Date collected	Use	Retention
As per booking form	Issue of invoices for bookings	Per Charity Commission requirements

4 Consent

Regular hirers will be made aware of the new regulations via email prior to 25 May 2018. They will be informed of the Town Hall's Data Protection Policy, the personal information currently held against their names and the use to which it is put. Their explicit consent for the Town Hall to continue to hold and process the information will be sought. They will be asked to respond by email or sign a consent form when they next use of the Hall. Regular hirers not wishing to continue will be asked if their details can be retained to comply with Charity Commission requirements.

New hirers will be made aware of the new regulations when making their booking. They will be informed for the Hall's Data Protection Policy, the personal information to be collected and held against their names and the use to which it will be put. Their explicit consent to the information being held and processed will be requested on the booking form.

Susan Juned

On behalf of Alcester War Memorial Town Hall Committee

1 May 2018