



## **DATA PROTECTION POLICY**

Caerwys Town Hall Trustees respect your privacy and realise how important it is to you that your personal information remains 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 are responsible for ensuring compliance with the Data Protection Act (2018) and are committed to ensuring that we adhere to the principles of the Act.

Any questions or concerns about the operation of this policy should be referred to the Caerwys Town Hall Trustees. 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 Secretary to the Trustees by emailing [caerwystownhall@gmail.com](mailto:caerwystownhall@gmail.com).

### **We are committed to:**

- meeting our legal obligations as laid down by the Data Protection Act 2018
- ensuring that data is collected and used fairly and lawfully
- processing personal data only in order to meet our operational needs or fulfil legal requirements
- taking steps to ensure that personal data is up to date and accurate
- ensuring that a nominated officer is responsible for data protection compliance and provides a point of contact for all data protection issues (Secretary to the Trustees)
- ensuring that queries about data protection are dealt with effectively and promptly
- regularly reviewing data protection procedures and guidelines within the organisation.

### **Specifically:**

- Personal information is collected directly from you when you interact with the Trustees (e.g. signing up for the Brain, Skill & Chance competition) or when you provide information to the Secretary when booking for an event.

We collect this information in order to keep in touch with you and to supply you with information regarding events at Caerwys Town Hall. This includes keeping you informed about Caerwys Town Hall issues that might potentially be of interest to you. The information which we collect in this way will typically include your name, postal and email addresses, and telephone number. 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.
- Caerwys Town Hall Trustees take the care of your data seriously and undertake to protect your personal information in a range of ways. Information is held only by relevant Trustees.
- We will retain your information for as long as you have an active relationship with Caerwys Town 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 via email: [caerwystownhall@gmail.com](mailto:caerwystownhall@gmail.com).
- 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 e-mail: [caerwystownhall@gmail.com](mailto:caerwystownhall@gmail.com)

Date approved:	Approved at Trustees' meeting held 23 <sup>rd</sup> November 2020
Signed on behalf of Trustees: (please include printed name and role)	Carys Biddle, Chair (signed copy retained in Town Hall)
Date of review (at least annually):	No later than the end of November 2021

*Caerwys Town Hall, registered charity number 501027*