

## **Tynninghame Village Hall Data Protection Policy 2018**

### **What data do we collect.**

We have collected data at events held at the hall, by contact through a committee member and through our website Tynninghame Village Hall [tynninghamevillagehall@gmail.com](mailto:tynninghamevillagehall@gmail.com).

We have collected your name, e-mail address, physical address and in some instances mobile and land phone numbers. The names, e-mail addresses and contact phone numbers are held of all the Tynninghame Village Hall Committee Members.

Members of the public requesting a hall booking do so via a password protected gmail account. No e-mails are used other than in communication with regards to hall booking.

### **Where and how is this data stored.**

Your data is stored in a file held on the Secretary's computer which is password protected. There is a hard copy kept in the Tynninghame Village Hall Committee file also held by the Secretary.

The e-mail contacts are used to send out Tynninghame Village Hall Newsletters/updates via a password protected gmail account using blank copy and for managing the bookings of events held by the Committee.

### **Who can view data and what can they see.**

The names, phone numbers and e-mail contacts of the Committee members are distributed between each other and are used in contact for everyday organisation of the committee such as dates of meetings, working sub committees and organisation of events.

The members of the Village Hall Committee can request a password protected copy of the data file for village hall purposes which would contain Surname, First Name, e-mail address and postal address. The Treasurer holds a copy of these data.

Committee members standing down are requested by e-mail to delete any copies of the data held.

### **Data sharing**

The names and addresses of the Chairperson, Treasurer and Secretary are passed to OSCR as part of the Charity Status Charity No. SC047531 and also The Secretary name is passed to Dunpender Community Council for display on their Website.

### **Opting in and Unsubscribing**

You can:

- add your name to the e-mail list
- request to see the data held
- update your details
- remove your details from the list

by contacting the Secretary on [tynninghamevillagehall@gmail.com](mailto:tynninghamevillagehall@gmail.com). A link to this is also on the Tynninghame Village Hall Website.

