

HUNSTON VILLAGE HALL
Serving the community of Hunston and surrounding
Hunston Village Hall Selsey Road, Hunston, PO20 1AW



Data Protection Policy and Procedures

Reviewed and Updated: 04 January 2026

Next Review Date: 04 January 2027

Introduction

Hunston Village Hall is committed to protecting the rights and privacy of individuals. To manage the operation of the hall—including bookings, communication, and general administration—we must collect and use certain types of Personal Data (PD). This information must always be collected, handled, stored, and disposed of securely.

The Data Protection Act 1998 (DPA) and the General Data Protection Regulations (GDPR) govern how personal data may be used. Personal data can be stored on computers, laptops, mobile devices, or in manual files, and includes emails, documents, photographs, and booking records.

Hunston Parish Council, as the **sole Trustee of Hunston Village Hall**, is the Data Controller for all personal data held. All staff and volunteers acting on behalf of Hunston Parish Council must comply with this policy and with UK data protection law.

Privacy Policy

Personal data of hirers is stored in the hall's bookings database. Access to this data is restricted to the Booking Manager acting on behalf of Hunston Parish Council.

Data is used for preparing booking confirmations, contracts, and invoices. Only the hirer's name is entered into the publicly visible online booking calendar on the Hunston Village Hall website. No other personal data appears on the public calendar.

The hirer's name must remain in the financial records for audit and transparency, but all other booking data is deleted once the annual audit is complete—normally by the end of April following the financial year ending 31st December. Booking emails are deleted at the same time.

Invoices may be issued using Square. No credit or debit card information is stored by Hunston Village Hall at any time. All devices used to access hall data are protected by passwords, PINs, or secure authentication.

Purpose of This Policy

This policy sets out how **Hunston Parish Council**, as Trustee, meets its legal obligations when handling personal data. The Council recognises that secure, lawful data handling is essential to protecting individuals from risks including identity theft, fraud, and distress.

Definitions

- **Data Controller** – Hunston Parish Council (sole Trustee of Hunston Village Hall).
- **Act** – The Data Protection Act 1998 and the GDPR.
- **Data Protection Officer** – A designated person appointed by the Trustee.

- **Data Subject** – Any individual whose data is collected or processed.
 - **Explicit Consent** – Freely given specific permission to process personal or sensitive data.
 - **ICO** – Information Commissioner’s Office.
 - **Processing** – Collecting, storing, modifying, sharing, or deleting personal data.
 - **Personal Information** – Any data that identifies a living individual.
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Key Principles of the Data Protection Act

Personal data must:

1. Be processed lawfully and fairly.
 2. Be collected for specific legitimate purposes only.
 3. Be relevant, adequate, and not excessive.
 4. Be accurate and up to date.
 5. Be kept only as long as necessary.
 6. Respect the rights of the individual.
 7. Be stored securely.
 8. Not be transferred outside the EEA without appropriate safeguards.
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Data Use at Hunston Village Hall

Individuals will always be told why their data is being collected. Data is used only for the lawful activities of the hall including:

- Hall management
- Bookings and invoicing
- Marketing and publicity
- Fundraising
- Financial administration

Personal information is accessible only to authorised personnel acting on behalf of Hunston Parish Council.

Where naming individuals in public documents (e.g., minutes) may cause harm or privacy concerns, initials may be used instead of full names.

Correcting Data and Subject Access Requests (SARs)

Individuals may ask:

- Whether their data is held
- What data is held and how it is used
- To correct inaccurate information
- To restrict or object to processing
- To stop marketing communications

Requests will be handled within 30 days. Identity verification (photo ID and proof of address) is required before releasing data.

Any concerns about SARs should be referred to the Data Protection Officer or the ICO.

Responsibilities

As Data Controller, **Hunston Parish Council** ensures:

- Personal data is used only for lawful purposes
- Only relevant data is collected
- Individuals' rights are protected
- Suitable security is in place
- Data is not transferred internationally without protection
- Requests for information are handled properly

Breaches of this policy may result in corrective action.

Data Protection Officer

Name: *Carol Smith*

Contact: *01243 789039*

Data Handling and Security Procedures

Everyone handling data must:

- Keep personal data secure at all times
- Retain only necessary data
- Delete data promptly when it is no longer required
- Use passwords, PINs, and encryption when appropriate

Emails

- Save only those needed as an official record
- Delete personal data when no longer required
- Use **bcc** when emailing groups

Phone Calls

- Verify identity before sharing any personal information
- Request written confirmation if unsure

Laptops & Portable Devices

- Must be password protected
 - Must not be left unattended or stored visibly in vehicles
 - Should remain with the user on public transport
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Data Storage and Retention

- Personal data is accessible only to authorised individuals.
 - Financial records: retained up to 7 years.
 - Employee or former employee records: may be retained indefinitely for legal compliance.
 - Legal documents and minutes: retained permanently.
 - All data must be securely erased from any device disposed of or sold.
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Photographs

Hunston Village Hall may use general photographs of events for publicity.

- Photos of children require written parental consent.
- Notices will be displayed at events where photos may be taken.

- At smaller events, verbal consent should be obtained.
 - Individuals may always opt out.
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Sharing Information with External Agencies

Data may be shared without consent only when:

- a) Required by law
- b) To protect vital interests (e.g., safeguarding)
- c) Already made public by the data subject
- d) For legal advice or proceedings
- e) For equal opportunities monitoring

For all other purposes, consent must be obtained.

Risk Management

Misuse of personal data can cause harm or distress and may result in legal liability. This policy is designed to minimise risk and protect both individuals and Hunston Parish Council (as Trustee).

Signed by: Carol Smith

Name (Hunston Village Hall Trustee): Carol Smith

Date: 4th January 2026