

Aberffraw Village Hall

Data Protection Policy

Adopted: 11.3.26

To be reviewed: March 2027

Introduction

Aberffraw Village Hall is committed to safeguarding the personal data of users, staff, and volunteers in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

1. Data Collection

Personal data, such as names, contact details, and payment information, is collected only for necessary operations (e.g., event management and room bookings).

2. Lawful Processing

Data is processed lawfully, fairly, and transparently, ensuring it is collected for specific purposes and is relevant, accurate, and up-to-date.

3. Data Security

Appropriate technical and organisational measures are in place to protect data from unauthorised access, loss, or damage. These measures include encrypted storage and secure access controls.

4. Data Sharing

Personal data will not be shared with third parties unless required by law or with explicit consent.

5. Data Retention

Data will be kept only as long as necessary for the purposes it was collected, after which it will be securely deleted.

6. Data Subject Rights

Individuals have the right to:

- Access their data.
- Rectify inaccurate data.
- Request erasure of their data.
- Restrict or object to processing.

- Data portability.

Requests can be made via email to the Data Protection Officer,

7. Data Breaches

In the event of a data breach, procedures are in place to assess the risk and report any breaches to the Information Commissioner's Office (ICO) within 72 hours if required.

8. Contact Information

For any data protection queries or to exercise rights, please contact the Data Protection Officer at Aberffraw Village Hall. This is the Chair of Aberffraw Village Hall

This policy will be reviewed annually or when necessary to comply with law or operational practices changes.