



## **DATA PROTECTION POLICY**

### **Introduction**

Cove Burgh Hall (“CBH”) is a charitable company that owns and runs the Cove Burgh Hall (“Hall”) for the beneficial use of the local community. This policy applies to ensure that any information gathered about members, individual hirers and user groups, is stored in a manner that keeps it secure.

### **Legal Context**

CBH recognises its statutory obligations under the Data Protection Act 1998 to maintain accurate data that is safe from unauthorised use and access. CBH shall hold all data received pursuant to all Hall operations confidentially and shall not reveal any such data held to any other person except as may be required by law.

### **Procedures**

1. Under the direction of the Board, the Company Secretary shall have overall management responsibility for this policy-
2. Only data that is required to make a Hirer booking, or furthers the objectives of CBH and/or is required in law will be collected and stored.
3. No data held on an individual or group shall be transferred or copied to another person/organisation except as may be required by law.
4. Data no longer required will be disposed of in a safe and secure manner.
5. Directors/volunteers who have authorised access to personal data should not use or disclose information in any manner that is incompatible with the purpose for which it is being held.
6. Personal data will be collected and stored only with the permission of the individual.

### **Availability**

This policy, and contact details of CBH representatives can be viewed in the CBH Library and [www.coveburghhall.uk](http://www.coveburghhall.uk)

### **Monitoring and Review**

The Board shall review this policy annually (or at other times as required) and amend as necessary. The Board shall also regularly review any infringements of the policy as they arise and take remedial action accordingly.

Policy	Data Protection
Signed by Chair on behalf of Board	<i>A.J.Morrison</i>
Approved by Board	July 5, 2017
Review Date	July 2018
Associated Policies	Conditions of Let, Friends as Members, Health & Safety

Cove Burgh Hall, Shore Road, Cove, G84 0LY

[www.coveburghhall.org.uk](http://www.coveburghhall.org.uk)

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