

**ONECOTE VILLAGE HALL CHARITABLE TRUST**  
**GENERAL DATA PROTECTION REGULATION (GDPR)**  
**POLICY AND TERMS AND CONDITIONS**  
**REGISTERED CHARITY NUMBER: 1064709**

The General Data Protection Regulations (GDPR) require organisations holding identifiable personal data to comply with a number of principles to protect individuals. The main relevant points are:

- Data must be collected for fair and lawful processing. The purpose of the data collection must be identified and the data must not be used for other purposes.
- The holder must ensure privacy of personal data, and take measures to ensure no unauthorised processing can take place (for example, by passing it on to others).
- The data must be adequate for the purpose, accurate, limited to the data necessary for the stated purposes, and kept only as long as it is relevant for this purpose. In our context, individuals must consent to the data being held and must be aware of the purposes for which they are held. They must also understand how to withdraw consent. It is also a requirement of the GDPR that organisations holding personal data have an identifiable data protection policy.

This policy describes:

- The personal data held by the Onecote Village Hall Charitable Trust Committee.
- The purpose of the data and how it will be used.
- The control and security measures taken to ensure compliance with data protection principles.

**Website Compliance Audit and changes made to make the website compliant**

This policy relates to the website <https://sites.google.com/site/onecotevillagehall/home> and is served by Onecote Village Hall Charitable Trust and governs the privacy of its users who choose to use it. It explains how we have complied with the GDPR (General Data Protection Regulation).

In order to ensure that the Onecote Village Hall website complies with the GDPR, an audit of our website was conducted by the Webmaster and Onecote Village

Hall Charitable Trust Chairperson. The following areas were reviewed and in order to make the website compliant in the scope of GDPR, changes have been made.

A copy of this Policy will be available on our website.

1. As of the date of this Policy our website does not collect, store or save data on visitors.

Google Analytics had been previously used by the Webmaster to provide website statistics to the Onecote Village Hall Charitable Trust Committee on an annual basis. The data was used to identify trends to improve our site and no personal data was processed or stored. This service will no longer be used.

2. Our website does not have a registration form.
3. Our website does not have an e-commerce functionality.
4. Our website does not have a newsletter sign-up form.
5. Our website has links to social media.

The Website also has a link to the Onecote Village Facebook site. The link allows the user to move to the Facebook site only. Facebook is classed as a 'third party data processor' and has stated they will ensure that their services align with the GDPR. The GDPR policy for Facebook is outside the scope of this document.

6. Our website did use a comments system for articles.

This function has now been turned off.

7. Our website does not run scripts that use cookies.
8. Our website does not have a contact form for users to get in touch.

9. Details of events and groups are displayed on the public facing calendar.

The public facing calendar shows existing bookings for Onecote Village Hall and on occasions shows the details of groups and individuals. The Booking Form will be changed to inform anyone booking the Hall that they explicitly consent to their data being processed and stored to facilitate the booking of the hall. Incorrect data or data that is no longer required for the function of booking the hall will be removed from the system. The user also has the right to have their data removed at any time. Google provides the Calendar used to show the bookings and Google are listed as GDPR compliant.

10. Our website has a Hall Booking Form and Bar Hire Form which collects data required to process booking of the hall. The minimum amount of data is held for each booking request and will be stored for a period of one year from the date of the booking. Your personal information will be kept private and stored securely until the time it is no longer required or has no use.
11. Our website may contain sponsored links and adverts. These would be linked to fund raising activities for Onecote Village Hall Charitable Trust. These companies may have detailed privacy policies relating directly to the adverts they serve. Clicking on an advert will send you through to the advertisers who may use cookies. Users should therefore note that if they click on a sponsored external link that they do so at their own risk.
12. Any downloadable documents, files or media made available on this website are provided to users at their own risk. While all precautions have been undertaken to ensure genuine downloads are available, users are advised to verify their authenticity using third party anti virus software or similar applications. We accept no responsibility for third party downloads.
13. Our website contains a list of local businesses with names and contact details.

This page has been deleted from the website as individual permissions have not been given.

14. Our website contains files that document Minutes from Onecote Village Hall Charitable Trust. These files contain can contain personal information. These documents will be held on the website for a period of 1 year.

15. Our website contains documents on behalf of Onecote Parish Council.

It is a legal requirement that minutes and agendas of Onecote Parish Council meetings are available on the website for the public to read. Such documents may contain personal information which is in the public domain (ie planning applications).

In addition the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities require the publication of the Annual Governance and Accountability Return and associated documents for Onecote Parish Council on the website.'

## **Website Compliance**

A user may, on request, demand that any and all information regarding them, stored on the website, calendar or booking system be removed. Data may not be deactivated or hidden and must be deleted entirely.

In order to update and maintain Onecote Village Hall website, the site Webmaster has access to all the data contained on and processed by the website. The Onecote Village Hall Bookings and Calendar data is processed by the Village Hall Booking Secretary who can be contacted at [jaggers.oldhall@btinternet.com](mailto:jaggers.oldhall@btinternet.com)

Any information that we collect about you is stored electronically. It may also be printed and stored in our filing system. Personal details collected for the purpose of processing bookings are retained for one year. After this, all personal information is deleted.

The Onecote Village Hall website has made every effort to ensure the accuracy and suitability of the information contained in the documents and related graphics published on this website. Your use of this website is subject to your acceptance of the following terms and conditions of use:

We will not be responsible for any loss from the use of, or reliance on this information. In no event will we be liable for any special, indirect or consequential

damages of any kind, that may result from use of the website as a consequence of any inaccuracies in, or any omissions from, the information which it may contain.

All documents and related graphics are provided 'as is' without any warranty of any kind, either expressed or implied. We hereby disclaim all warranties and conditions with regard to this information. You should not assume that the information displayed is error-free or that it will be suitable for the particular purpose that you have in mind when using it.

It is our policy to obtain permission to link to other websites. We are not responsible for the content or reliability of the linked websites, and we do not necessarily endorse the views expressed within them. Listing should not be taken as an endorsement of any kind. We cannot guarantee that these links will work all of the time and we have no control over the availability of linked pages.

We give no warranty regarding the ownership of any intellectual property either in the contents of this website or in any other sites with which we may be linked. We make every effort to check and test material at all stages of production. We cannot accept any responsibility for any loss, disruption or damage to your data or your computer system which may occur whilst using material derived from this website.

### **Email Mailing List**

We operate an email mailing list program, this is used to inform Subscribers about local news items and to send out a monthly newsletter. All Subscribers have explicitly given their permission to receive communication.

All email is processed by the Gmail system with only the Webmaster and Onecote Village Hall Charitable Trust Chairperson having access to this account. Data is not passed to any third parties for any reason.

Any information that we collect about you is stored electronically. It may also be printed and stored in our filing system. Personal details collected for the purpose of processing bookings are retained for one year. After this, all personal information is deleted.

We will keep your personal information confidential except to the extent that we are compelled to disclose it by law (for example where fraud or other crime is

involved) or to comply with an instruction of a regulatory body of competent jurisdiction.

### **Access to Your Personal Information and Right to be Forgotten**

Subscribers can unsubscribe at any time by emailing [onecotevillagenews@gmail.com](mailto:onecotevillagenews@gmail.com). You are also entitled to access the personal information we hold on you by emailing [onecotevillagenews@gmail.com](mailto:onecotevillagenews@gmail.com).

All email communication sent from the Onecote Village mailing list will now contain a note to the effect:

'You are receiving this email from Onecote Village Hall Trust because you have asked to be added to our mailing list. If you no longer wish to receive these emails please reply with 'Unsubscribe' in the subject of your email and we will remove your details from our mailing list.'

### **Finance Data**

Onecote Village Hall Trust Committee holds information about named individuals who have made donations or payments to the hall. The data is held by the Treasurer for the purpose of providing an audit trail for the accounts, and includes the date and amount received, payment method and, in some cases if required, contact details. Further details of cheque payments are retained for a period of time to provide details in the event of a complication with the payment (e.g. as evidence of payment received or cheques lost).

Finance data is made available to members of the Onecote Village Hall Trust Committee as appropriate and is also made available to the independent examiner of the accounts for audit purposes.

Names of individuals donating to the hall will not be made public without the specific consent of the individual on each occasion.