

**Yaxham Village Amenities Association (YVAA) is the registered charity running Yaxham Village Hall, Recreation ground and facilities**

**Charity registration number 275133**

**YVAA: Privacy Policy: Policy and Procedure for General Data Protection Regulation 28th May 2018 (GDPR)**

This policy and associated procedures set out how YVAA intends to carry out its obligations under the Data Protection Act known as GDPR which came into force on 25th May 2018.

**YVAA Policy:**

**1. Information held by YVAA**

YVAA can hold information on its members – residents of Yaxham aged 16 years and over who are automatically members by virtue of their residence as per the Trust Deed of 1978, as amended. This must be lawful and obtained for the purposes of YVAA and be adequate, relevant, and not excessive in relation to the purpose[s] for which it is processed. For YVAA this can include name, address, gender, email address, telephone number upon which a member might be reachable and from time to time, a photograph in which they appear taken in connection with an YVAA event. YVAA does not hold financial or employment details.

2. The lawful use for which data is processed is to enable the business of the Association to be conducted, primarily to advise members of events, happenings, for communicating newsletters, Notice of Meetings, details of the AGM and other items of local news which is likely to be of interest to members.

3. Usable information will be obtained from a member and may be used by the Trustees, Officers, or members of the General Management Committee in connection with YVAA business. Such information may be obtained by direct contact, by email, in similar electronic format or in writing. It can only be used if the member has given their consent to YVAA and volunteer/trustee must opt in, for example, to the email list which is used to advise of events, happenings and for distributing newsletters. GDPR prohibits the “opt out” form of consent having been given unless a person says otherwise.

4. Information held may be shared amongst Trustees if it is compatible with the purposes of the organisation or is already in the public domain. However, it will not be shared without the consent of the person to whom it applies for a specific purpose unless it is required legally or in a return to a designated organisation such as the Charity Commission, Grant Awarding Bodies, Breckland Council etc., who themselves are subject to GDPR. It will not be shared for commercial purposes.

5. Personal data shall be accurate and, where necessary, be kept up to date and relate to the purposes of YVAA. Data may be stored electronically or in paper form by the

Trustees and/or Officers of YVAA. Electronic storage must be protected against unauthorised or unlawful processing, destruction, or accidental loss. To this end YVAA data back-up will be kept on designated storage devices which are encrypted by password, stored securely. Paper storage must be adequately filed and stored securely and privately.

6. A breach of the GDPR where individual data is compromised must be reported to YVAA who, in turn, must contact the Information Commissioner's Office within 72 hours. This only applies where there is a risk to an individual, damage to reputation or loss of confidentiality.
7. Members have the right to withhold their personal information indicated in Paragraph 1 above. They may do so either by refusing to give consent or by notice in writing to the YVAA Data Processor [DP]. They may request to see what data is held on them by YVAA by contacting the DP for which there is no charge, and which would normally be returned within one month. If the request is unfounded, excessive or identity cannot be verified YVAA may refuse but must explain why.
8. No personal information will be collected for persons under the age of 16 unless it is for a specific YVAA purpose and receives parental/guardian/carer consent in writing or by email.

We are committed to reviewing our policy and good practice annually.

Any concerns relating to these issues should be made to the Chair of Trustees at [yaxhamvh@gmail.com](mailto:yaxhamvh@gmail.com)

Date Policy Reviewed: September 2022

Next Review Date: September 2023

Signed: The Trustees

.