ROBERT MONK'S FOXTON CHARITY
REGISTERED CHARITY NUMBER 234281
DATA PROTECTION POLICY FOR TRUSTEES AND STAFF

The General Data Protection Regulations (GDPR) of May 2018 set out clear guidelines to protect the privacy of all users of village halls and community buildings.

A Privacy and Data Protection Policy for the Robert Monk's Foxton Charity, is on the Foxton Village Hall website for hall users and hirers to see.

The GDPR sets out guidelines for Charities, Trusts and management committees to ensure that they adhere to the principles set out in their regulations. These principles are as follows:

1). Personal data shall be processed fairly and lawfully and shall not be processed unnecessarily

2). Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes

3). Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed

4). Personal data shall be accurate and, where necessary, kept up to date

5). Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or purposes

6). Personal data shall be processed in accordance with the rights of data subjects under this Act

7). Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

These privacy guidelines also set out to protect personnel dealing with village halls, community buildings and their governing bodies, i.e. Management Committees, Charities and Trusts.

In order to comply with the above, and to ensure the safe use of personal data, safe storage of personal data and financial records, the Robert Monk's Foxton Charity (RMFC) issue the following guidelines to Trustees, employees and volunteers:

a). all laptops and portable devices (including memory sticks) that hold information containing personal data of Trustees, managers, employees and volunteers, as well as financial data, should have anti-virus software installed, and be protected with a strong password

b). consider keeping village hall and Trust correspondence separate e.g. using a separate village hall email address;

c). that a separate mobile phone be used for the purpose of carrying out hall and Trust business

e). that any files or paper records are kept in a locked cabinet

f). that any information will be stored for only as long as it is needed or required by statute and destroyed, (at the Trust's discretion), after the requisite number of years, i.e. 7 years for financial records, insurance documents kept for as long as the Charity is in operation, employee records kept indefinitely. Archival material such as Minutes and legal documents will be stored indefinitely but duplicate copies of Minutes and correspondence destroyed after 3 years

g). that any special access request (SAR) is dealt with within 30 days and all the information required on the Information Commissioner's Office website is supplied. (www.ico.org.uk)

h). that any breach of data is reported to the ICO within 72 hours (3 days) of becoming aware that an incident has been reported. Tel: 0303 123 1113 for clarification on this if needed

i). that any Trustee or employee, or anyone dealing with Trust business, knows to permanently delete **ALL** information they hold of the village hall users/hirers, the Charity, Trustees and staff, upon their resignation from the Board/Trust.

j). that the Accident Book is checked regularly, any page that has been completed taken out dealt with accordingly, and then filed securely

k). that the Hall and the Trust Privacy Notices are reviewed regularly.

June 2026