

Data Protection Policy (Users)

Hillstown Miners Welfare Trust (HWMT)

1. **The Data Protection Act 1998 (DPA) and General Data Protection Regulations (GDPR)** govern the use of information about people (personal data). Personal data can be held on computers, laptops and mobile devices, or in a manual file, and includes email, minutes of meetings, and photographs.
2. The HWMT will remain the data controller for the information held*.
3. Trustees, staff and volunteers who need access to personal information to carry out the running of the HWMT will comply with this policy.

Your personal data – what is it?

4. Our privacy policy sets out how we collect ‘your personal information’, that could identify you as an individual or your group. We collect only information to carry out our services to you.
5. When you hire or use HWMT services you will be asked to provide certain information. This includes:
 - a. your name. home address. email address. Contact telephone number
 - b. Details of your group and services you wish to hire/use.

How do we collect this personal information?

6. All the information collected is obtained directly from you the hirer or representative. This is usually at the point of your initial contract to hire or use HWMT services or via the website enquiry page where we collect the Internet protocol (IP) address used to connect your computer to the Internet.
7. The information will be collected lawfully and holding your information is the contractual relationship that you have with us.

How do we use your personal information?

8. ..
 - a. To provide our services to you.
 - b. For administration, planning and improving our services.
 - c. To communicate with you.

Who do we share your personal information with?

9. Information is available to:
 - a. Internally - as required to provide services to you.

1.4. Admin/Data Protection Policy users/ 30 Dec 2020/KB. LINK TO WEBSITE. Statutory

- b. If we have a statutory duty to disclose it for other legal and regulatory reasons.

How long do we keep your personal information?

10. We need to keep your information so that we can provide our services to you. In most instances information will not be stored for longer than 12 months.
11. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst any issues are investigated or resolved.

How your information can be updated or corrected

12. To ensure the information we hold is accurate and up to date, users need to inform the HMWT of any changes to their personal information. You can do this by contacting us.
13. Correction of your information can be made if requested but may not be possible if the information contains references to other individuals or for legal, investigative or security reasons.

How do we store your personal information?

14. We will keep your personal data up to date and store it securely. We will put appropriate technical measures in place to protect it from loss, misuse, unauthorised access and disclosure.

Availability and changes to this policy

15. A copy can be requested from the secretary HMWT. This policy may be updated from time to time. If we make any material changes, we will make users aware by usual contacts methods **.

Contact

16. If you have any queries about this policy, please contact our office or email hillstovnvillagehall@gmail.com

Your rights around your personal data

17. Your personal data is protected by legal rights. These include the right in certain circumstances to:
 - a. request a copy of your personal data held by us.
 - b. ask for your personal data to be erased, for example, if we no longer need it for the purpose, we collected it.

*Data will not be used or managed by third parties.

**Our contact with you will be by email, post, other digital methods or telephone.

1.4. Admin/Data Protection Policy users/ 30 Dec 2020/KB. [LINK TO WEBSITE](#). Statutory

Policy generated Dec 2020

22nd Jan 2021 Approved digitally on WhatsApp.