



Princess Louise Hall

Rosneath Peninsula Communities

Princess Louise Hall Committee - Data Protection Policy

Princess Louise Hall Committee, (PLH), is a Scottish Charity which runs the Princess Louise Hall and Howie Pavilion for the benefit of Rosneath and surrounding communities. This policy applies to all trustees, employees, and volunteers of Princess Louise Hall Committee and covers our commitment to meeting our requirements to protect personal data under the Data Protection Act 2018 (also known as the UK GDPR) and the General Data Protection Regulation (GDPR).

“Personal data” means any information relating to an identified or identifiable living individual

Principles of Data Protection

Princess Louise Hall Committee will ensure that all personal data that it holds will be:

- processed lawfully, fairly and in a transparent manner;
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes (*purpose limitation*)
- adequate, relevant and limited to what is necessary (*data minimisation*)
- accurate and kept up to date (*data accuracy*)
- kept in a form which permits identification of data subjects for no longer than is necessary (*storage limitation*)
- processed in a manner that ensures appropriate security of the personal data, including protection against accidental or

unauthorised access to, or destruction, loss, use, modification, or disclosure of personal data (*integrity and confidentiality*)

The Princess Louise Hall Committee Secretary will have management responsibility for this policy.

2. Only data that is required for bookings, membership, surveys /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 securely removed.
5. Officers / volunteers who have authorised access to personal data will be required to exercise confidentiality.
6. Personal data will be collected will be kept to a minimum and stored only with the permission of the individual.

Availability

This policy is available at www.princesslouisehall.org/privacy and at the Howie pavilion.

Monitoring and Review

The Executive shall review this policy annually (or as required) and amend as necessary. The Executive will keep a record of all personal data breaches reported and follow up with appropriate measures and improvements to reduce the risk of reoccurrence.

Princess Louise Hall Committee
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[www. princesslouisehall.org](http://www.princesslouisehall.org)
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