



**High Legh Village Hall Community Association Council**  
THE VILLAGE HALL, WEST LANE, HIGH LEGH, KNUTSFORD, CHESHIRE WA16 6LR

## **General Data Protection Regulation May 2018**

### **What is it?**

Data protection law will change significantly on 25 May 2018 when the EU Directive known as the General Data Protection Regulation comes into force

### **What does it mean?**

All organisations need to record what personal information is held, where it came from and who it is shared with. Personal data can be anything that allows a person to be directly or indirectly identified. This may be a name, an address, phone number or email address in addition to more detailed information like date of birth or correspondence. Individuals have a right to see all of the information that an organisation holds, in which they can be identified.

### **Does it affect us?**

Quite simply, Yes.

However, as we do not process mass mailings, hold sensitive information about people, or sell personal information we do not need to appoint a Data Protection Officer.

### **Control of Data**

All the personal data that High Legh Community Association (HLCA) hold for the purposes described below is controlled by the individual people identified. This data may be shared with other members of the Community Association Council for either back-up purposes or administrative reasons. These people have also been identified.

### **Data we hold**

Personal data is held on spreadsheets or word documents on PCs or the High Legh Community Association website which is on a managed server. The spreadsheets and word documents may be shared with other Community Association members. Most of the lists that are held relate to email addresses but, in some cases, the lists can also include postal addresses, telephone numbers and membership of local organisations.

The data we hold is for the lawful purpose of operating the charity in carrying out its charitable objectives. Consent is sought for all personal information held. Personal information is amended or deleted on request unless we are required to store this information for statutory reasons, after which time it is deleted. It will only be shared to facilitate the management of the Community Association and where specific consent has been given, or the information is already in the public domain

## **Privacy Notice and Right of Access**

The Community Association uses personal data for the purposes of managing the Village Hall and Village activities, its bookings and finances and marketing events in the Hall and Village, staff employment and its fundraising activities. Data may be retained for up to 7 years for accounts purposes or for longer where required by the Community Association's insurers. If you wish to find out about more detail about how we use your personal data or want to see a copy of the information about you that we hold, please contact the Secretary of the Community Association, in writing.

If requested, the Secretary will provide your personal information free of charge within 30 days, provided that the Secretary can first verify your identity (to avoid a data breach).

### **High Legh 10k Annual Race**

This race is organised jointly by High Legh Community Association in partnership with Lymm Runners. Lymm Runners are the controllers of the registration data that is held and processed in accordance with UK Athletics rules. HLCA expects that Lymm Runners will post an information management policy for race runners in time for registration for the next High Legh 10K Race on the Race Site [www.highleggh10K.org.uk](http://www.highleggh10K.org.uk).

Additionally, High Legh Community Association holds lists and contact details of people who have offered to marshal the race and Lymm Runners hold details of people who have agreed to help organise the race.

Contact details for Lymm Runners  
Data Controller for Marshals Data

[Compliance@lymmrunners.org.uk](mailto:Compliance@lymmrunners.org.uk)  
Dave Kirby

### **What's On**

This is a monthly email bulletin sent to subscribers (as a blind copy) advising them of events and activities taking place in the following month. The list is held on a PC in spreadsheet form and consists of an email address (minimum required information) and may include other personal details such as a name, telephone number and address.

Subscribers choose to be listed and may unsubscribe (by email) at any time and this request will be processed within one calendar month.

Controller: M B Walker (co-Chair)

### **User Risk Analysis**

This is a list of all Village Hall users both one-off and regular users. It is used to identify contact details and whether (and when) they have signed a Standard User Agreement. New entries are added to the list when people hire the Village Hall and their details will remain on the list for a minimum of 7 years before they are considered for deletion. The list is in the form of a spreadsheet held on a PC

Controller: Mrs H Wright Village Hall manager

### **Coffee & Friendship**

This is a monthly activity to encourage people on their own and older people to share conversation and refreshments at the Village Hall. Participants choose to be included on the list which is held on a PC, and may choose (by telephone or email) to be excluded and their personal details are deleted. Contact is usually made by email or telephone.

Controller: Mrs D Walker  
Shared with: Mrs T Adams (co-Chair)

### **200 Club Draw**

Each year 200 people are invited to participate in a draw to raise funds for the Village Hall. The personal data is held on a PC in the form of a spreadsheet. The names of the winners, but no other personal details, are published in the Newsletter and on the website. People may choose not to participate at any time and their name and address details are deleted.

Controller: Mrs T Adams (co-Chair)

### **Newsletter**

Newsletter contributors and their contact phone no and/or email may be printed, if it is supplied by the contributor as part of their item text, in the printed newsletter. Additionally, the name and contact details of all current contributors is held on a PC, together with any correspondence (usually email) with contributors and advertisers. The Newsletter copy is supplied to a contractor who provides artwork and printing services. A list is maintained listing volunteers who have agreed to distribute the Newsletter, together with their address. This is updated when people agree to distribute Newsletters and when people cease to act as distributors.

Controller: Mrs J. Pearce (Newsletter Editor and Secretary)

### **Advertisers File**

This is a spreadsheet of names, address and contact phone/email of advertisers in the Newsletter that is held and maintained on a PC for invoicing purposes. Data is amended/deleted on request.

Controller: Mrs S Carter (Treasurer) shared with Mrs J. Pearce (Newsletter Editor)

### **Website**

The [www.highlegh.org.uk](http://www.highlegh.org.uk) website is hosted by Nativespace who are contracted to supply for backup and technical support services. The website provides details about social and leisure and educational activities for the benefit of High Legh residents. For those website contributors who wish to have their name and contact details made available on the website, to encourage people to attend the activities that they wish to publicise, the website editor will post items that contain their supplied personal details. If the contributor does not supply their contact details, then the website editor will not publish them.

Controller: Mrs J. Pearce (Website Editor and Secretary)

**Volunteers**

A list of volunteer names and contact details is maintained to identify those people who have offered to support occasional ad hoc HLCA activities (other than those explicitly listed in this document). All personal details are held on a PC in the form of spreadsheets and entries are deleted when people no longer volunteer for HLCA activities.

Controller: Mrs J Pearce (Secretary)

**Sponsors**

A list of sponsors is maintained to identify those people who have offered to sponsor High Legh Community Association activities either physically or financially. All personal details are held on a PC in the form of spreadsheets and entries are deleted when support is withdrawn.

Controller: Mrs S. Carter (Treasurer)

**Sunday Teas Organisers and Volunteers**

Lists are maintained of people who have volunteered their services as bakers or helpers during the Sunday Teas season. Names, email addresses and telephone numbers are added or deleted on request. The data is held in a list on a PC. Names, email addresses and telephone numbers of people who identify themselves as organisers for Sunday Teas are held in a list on a PC. These people represent organisations who have requested participation during the Sunday Teas season. All personal details held are amended/deleted on request.

Controller: Mrs T Adams (co-Chair)  
Shared with: Mrs J Pearce (Secretary)

**Council Members and Trustees**

All personal details of Council members and trustees are held in spreadsheet form on a PC and are amended/deleted as appropriate. Trustees personal details are reported annually to the Charity Commission.

Controller: Mrs J Pearce (Secretary)

**Data Protection Registration**

As a small charity, and in view of the purposes for which the data is held, High Legh Community Association understands that it is exempt from being required to register this use of data with the Information Commissioner.

However, it does recognise that it is required to observe the principles of the General Data Protection Regulation regarding personal data. Personal information will only be retained for as long as it is required for the purpose for which the data was collected, to hold it securely and to provide data subjects access solely to their own data if requested.

Reviewed and approved by the High Legh Community Association Council on 28/03/2018

.....