



SPONDON COMMUNITY ASSOCIATION

PRIVACY POLICY

Spondon Community Association ("SCA") is a registered charity (registration number 506901).

1. The SCA is registered with the Information Commissioner's Office - Data Protection Registration Certificate reference ZC197100.
2. The SCA holds personal data for members, employees and users of Spondon village hall (the "Hall") electronically solely for the purpose of administering the membership of the Association and management of the Hall.
3. All data held has been provided by the employee, contractor, Hall user or member. No data has been collected from any other source.
4. No data will be provided to any third party at any time, unless specifically required for the management of the Hall, for example for payroll or insurance purposes.
5. Electronic data is held on the personal computers of the responsible Executive Committee members and the Hall Manager, all of which are based in the UK. All data is password protected. We will only use cloud storage for form documents, policies, etc., that contain no personal data.
6. Paper records are always held in locked premises, except when being processed.
7. Hall booking details are stored electronically, with accompanying paper records if necessary. All copies are retained for two years, and then destroyed.
8. Copies of financial documents such as invoices, records of payments, etc. are kept by the SCA's Treasurer in accordance with legislation relating to financial documents, in locked premises.
9. Employee and contractor data is retained for seven years as required by tax legislation and then destroyed.
10. Electronic and paper membership records are destroyed three calendar months after membership lapses.
11. At any time the members, Hall users, employees or contractors can ask to view their data that is held by the SCA, which will be provided free of charge. The request should be completed within one calendar month of the request being received.

The request should be made in writing (electronically if possible) to the contact details provided on the SCA website (www.spondonca.org.uk) or on notices posted in the Village Hall, Sitwell Street, Derby DE21 7FG.

If necessary, any amendments (including deletion requests) should be similarly communicated and will be actioned within one calendar month.

The SCA may occasionally use members' contact details to communicate about events that we believe could be of interest to the members. In each case, the member will be asked to advise the SCA if they no longer wish to receive communication of this type.

The SCA has appointed a Data Protection Officer whose details can be obtained as described in paragraph 10 above.