



South Kempshott Community Association

Charitable Incorporated Organisation

(Registered Charity No: 1178093)

Data Protection Policy

Policy Number:	O4
Version:	0.1
Approved by the Board of Trustees on:	May 2025
Review Schedule:	Every two years
Next Review Due:	May 2027
Owner (Responsible):	Chair
Implementation & Quality Assurance:	<p>Implementation is immediate, and this Policy shall stay in force until any alterations are formally agreed upon.</p> <p>The Committee (Trustees' Meeting) will review the Policy every two years, or sooner if required by legislation, best practices, or other circumstances.</p>

The General Data Protection Regulations require us to inform you of our Privacy Policy.

South Kempshott Community Association is a registered charity which manages Old Down Hall for the benefit of residents. The Committee is currently all volunteers.

Personal Data is the details you have given us when you contact us, either to join us as a member, or to hire the hall. This data will usually consist of your name and address, telephone number, and email address. We may rarely have your bank details to enable hiring deposits to be returned to you.

We need your personal data to send you a membership renewal, to inform you of events and meetings which you may like to attend, and to process applications for hire of the building.

We pledge not to pass on your details to any other organisation or individual without your written permission, except where the law requires us to do so, e.g. if a crime is committed.

We will keep your data secure and destroy it when we no longer need it. In the case of membership, we will destroy your data one year after the last contact we have with you. In the case of hirers, we will keep your hire forms, which contain your data, for seven years from your last hiring.

You may request a copy of all the data we hold about you, for which we will not charge you; we will endeavour to supply this information within two weeks. You have the right to request that any errors be corrected.

If we experience any data losses, i.e., through accidental loss or theft, we will inform you as soon as we can.

If you have any concerns about the safety of your data, please speak to the Chairman or a Committee Member, whose contact numbers are displayed on the hall notice board. If you are not satisfied with our answers, you can contact the Information Commissioner's Office by calling 0303 123 1113 or visiting the website ico.org.uk