



Chinnor Village Hall Confidentiality Policy

The Board of Trustees for Chinnor Village Hall (CVH) must be aware of the 7 Confidentiality principles and comply to manage risks to avoid data breaching of Confidentiality relating to CVH as recommended by the Government and Charity Commission. These are:-

Lawfulness, fairness and Transparency

- Personal data must be processed lawfully, fairly, and in a transparent manner.

Purpose limitation

- Data should only be collected for specified, explicit, and legitimate purposes.

Data minimisation

- Only collect the minimum amount of personal data necessary for your purpose.

Accuracy

- Personal data must be accurate and kept up to date.

Storage limitation

- Data should not be kept longer than necessary.

Integrity and confidentiality (Security):

- Data must be processed securely to prevent unauthorized access, loss, or destruction. This is the core "confidentiality" principle, requiring secure storage, and proper disposal of records.

The integrity and Confidentially principle means that booking forms, contact details and financial records are kept secure. Data should be stored securely especially when Trustees or volunteers are using personal devices. Devices should not be available to the public.

Accountability

- The village hall is responsible for complying with these principles and must be able to demonstrate that compliance

Data retention

- Data should not typically be kept for longer than necessary. Know what personal data is held and where. Booking forms are often kept for 12 months while invoices may be retained for 6 years.

Access



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- Access to personal information generally restricted to Trustees, Booking Administrators and authorised volunteers

Safeguarding

- Confidentiality may be breached if an individual is in danger requiring reports to relevant authorities