

General Data Protection Act-May 2018

Resolution-Adopted by an Ordinary Meeting of the Jubilee Hall Management Committee of Monday 5th March, 2018

In future the Officers and Committee Members holding lists containing personal details of people must observe the following precautions:

General

No listed information is to be shared or given to any third party who is not a member of the Jubilee Hall Management Committee. Committee members are reminded of their general responsibilities as Trustees of the Jubilee Hall.

Security

Digital Files

Files (and back-ups) should always be protected by encryption, and the encryption key codes be known only to the file holder, a regular file sharer, and the Hon.Sec.

As a matter of course, all equipment used for storing these files should have password protection and anti-virus and malware protection.

Files stored on memory sticks or CD will normally only be able to be opened with their encryption code, on appropriate equipment.

Hard Copies of Files

Always to be stored under lock and key

Response to GDPR Information requests

Always to be responded to within the time periods set by the legislation- currently 30 days.

Loss of Data to be protected

Always to be responded to within the time periods set by the legislation- currently 72 hours.

Archived Material

To be stored under lock and Key in a secure situation. Digital Files passed to the Winsham Web Museum with encryption keys.

Photographs

Advance warning on posters, tickets etc given that pictures for publicity will be taken. Notices at the event will be displayed, and verbal reminder given when 'Health and Safety ' notices are announced at the start of the event