

# DUNNINGTON READING ROOM – Registered Charity No. 506542

## THE DATA PROTECTION ACT [GDPR]

The **Data Protection Act** controls how your personal information is used by organisation, businesses or the government.

Everyone responsible for using data has to follow strict rules called ‘data protection principles’. They must make sure the information is:

- 1 used fairly and lawfully
- 2 used for a limited, specifically stated purpose
- 3 used in a way that is adequate, relevant and not excessive
- 4 accurate
- 5 kept for no longer than is absolutely necessary
- 6 handle according to people’s data protection rights
- 7 kept safe and secure
- 8 carryout annual audit {via} our risk assessment process

Dunnington Reading Room hold personal data of people who volunteer and hire the halls.

- 1 To obey these rules we must have the permission of every individual whose information we store.
- 2 The information we keep must be deleted when it is no long required.
- 3 The Reading Room has three [rental periods]
  - (a) Long Term Use
  - (b) Multi Term Use
  - (c) Single Term Use

These are measured from the time when you sign to hire the halls and ends when hire period finishes plus the time required for the management to carry out their duties. At that point your data will be removed from the system.

- 4 We do not share information with anybody else.

Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Contact Telephone No \_\_\_\_\_

Email \_\_\_\_\_

I give permission for you to hold my personal details

Printed Name \_\_\_\_\_

Signed by \_\_\_\_\_

