

Boat of Garten Community Hall Policies and Procedures

Data Protection Policy

Boat of Garten Community Hall is committed to adhering to the principles put in place by the Data Protection Act 1998 to make sure that information is handled properly.

Information is collected via membership forms and is stored electronically and in one hard-copy file. Any member can see his/her details at any time. The data will be used for the following purposes only:

1. Mailing and emailing members with information about the Company activities;
2. Mailing and emailing members with information about community activities;
3. Mailing and emailing members to ask for volunteer input for specific tasks.

The information will not be:

1. Used for any other purpose or
2. Passed to any third party.

When a member ceases to be a member, his/her details are removed permanently from the electronic database and the hard copy is shredded or burnt.

Approved by Boat of Garten Community Hall Board of Directors

**Boat of Garten Community Hall is a charitable company limited by guarantee Regd in Scotland No: SC267713
Scottish charity No: SC 035682 Registered office: The Old Schoolhouse, Rothiemurchus, Aviemore PH22 1QH**