

Data Protection Policy

Sibbertoft Reading Room, Berkeley Street, Sibbertoft, LE16 9UF

Registered Charity No: 304245

The Sibbertoft Reading Room trustees are committed to protecting the privacy and personal data of our members, visitors, and stakeholders and adherence to applicable data protection laws and regulations, including the General Data Protection Regulation (GDPR). This policy applies to all personal data collected, processed, and stored by Sibbertoft Reading Room.

1.0. Principles of Data Protection

Sibbertoft Reading Room adheres to the following principles of data protection:

- i. Lawfulness, fairness, and transparency: We will process personal data in a lawful, fair, and transparent manner.
- ii. Purpose limitation: We will collect personal data for specified, explicit, and legitimate purposes only, and not process it further in any way incompatible with those purposes.
- iii. Data minimization: We will collect and process personal data that is adequate, relevant, and limited to what is necessary for the purposes for which it is processed.
- iv. Accuracy: We will ensure that personal data is accurate, kept up to date, and rectify any inaccuracies without undue delay.
- v. Storage limitation: We will retain personal data only for as long as necessary for the purposes for which it was collected or as required by law.
- vi. Integrity and confidentiality: We will process personal data in a manner that ensures appropriate security, including protection against unauthorized or unlawful processing and accidental loss, destruction, or damage.

2.0 Responsibilities

The Sibbertoft Reading Room Trustees will appoint a Data Protection Officer responsible for ensuring compliance with data protection laws, and acting as the primary point of contact for data subjects and supervisory authorities.

Sibbertoft Reading Room respects the rights of data subjects and will respond to any requests relating to Right to access, Right to rectification and Right to erasure together with any other rights enshrined in law.

3.0. Policy Review

This Data Protection Policy will be reviewed and updated periodically to ensure its continued relevance and compliance with applicable data protection laws and regulations.

4.0. Contact Information

For any questions or concerns regarding this Data Protection Policy or the handling of personal data please contact our Data Protection Officer:

secretary@sibbertoftreadingroom.co.uk