

Music Venue Trust Operational & Compliance Policies

Last Reviewed: March 2025

1. Data Protection Policy (GDPR/DPA 2018)

Purpose

Ensures lawful processing of personal data in compliance with UK GDPR and protects data subjects' rights.

Key Requirements

- **Lawful Basis:** Document justification for all data processing (consent, contract, etc.).
- **Individual Rights:** Respond to SARs within 30 days; rectify/erase data upon request.
- **Breach Protocol:** Report incidents to ICO within 72 hours if high risk.

Roles

- **DPO:** COO oversees compliance.
- **All Staff:** Complete induction GDPR training.

Review: Annual | **Owner:** COO

2. Safeguarding Policy

Scope

MVT generally operates in a sector working with over 18s. This policy is intended to cover the rare occasions which may occur where there is a need to protect children/vulnerable adults engaging with MVT's programs, venues, or online spaces.

Procedures

- **DBS Checks:** Mandatory for roles involving regulated activity.
- **Reporting:** Immediate escalation to Safeguarding Lead for concerns (24-hour response).
- **Training:** All staff/volunteers complete Level 1 safeguarding training annually.

Prohibited

- One-to-one contact with minors without supervision.
- Sharing images of vulnerable people without consent.

Review: Annual | **Owner:** CEO

3. Health & Safety Policy

Commitments

- **Risk Assessments:** Conducted for all events/venues (template appended).
- **Incidents:** Report via [online form] within 24 hours.
- **Training:** Fire safety and manual handling training for relevant staff.

Responsibilities

Role	Duty
Trustees	Ensure adequate H&S budgeting.
Administration & Accounts	Regular equipment checks.
All Staff	Report hazards promptly.

Review: Biannual | **Owner:** Administration & Accounts

4. Volunteer Management Policy

Standards

- **Recruitment:** Clear role descriptions; interviews for roles >5 hrs/week.
- **Support:** Named supervisor and quarterly check-ins.
- **Expenses:** Reimbursed within 14 days (receipts required).

Boundaries

- Volunteers may not handle cash or sensitive data without training.
- No expectation of paid employment after volunteering.

Review: Annual | **Owner:** COO

5. Environmental/Sustainability Policy

Targets

- **Carbon Reduction:** 10% year-on-year decrease in venue energy use.
- **Waste:** Zero single-use plastics at MVT events from 2024.

Actions

- Prioritise digital over paper communications.
- Partner with eco-conscious suppliers.

Review: Annual | **Owner:** CEO

*If you require full policy documents for any of our Operational & Compliance Policies
please email info@musicvenue trust.com*