



Northwood Residents' Association

www.northwoodresidents.co.uk

GENERAL DATA PROTECTION REGULATION

PRIVACY POLICY

Purpose

This document explains how Northwood Residents' Association (NRA) uses the personal data it collects for the purpose of carrying out its functions as a residents' association.

What data do we collect?

By paying your membership subscription you are consenting (opting in) to allow us to store your name, address and any other information you provide, such as an e-mail address and/or phone number in order for us to identify our membership, collect and record your subscription payments, and provide you with a copy of our newsletter, other information and updates on matters of interest. The data is required solely for communication between the NRA and you and is used for no other purpose.

Correspondence with you will be retained to enable the NRA to keep track of issues and past events. We also record attendance at meetings of the association and appropriate details of matters raised, which may include the name of the individuals raising or commenting on these issues, or otherwise participating at such meetings.

Storing this information

Personal information records may be paper based or on computer. Paper based records are stored under lock and key and computer records are password protected.

We hold data for up to six years, depending on its importance and having regard to the Statute of Limitations (the Limitation Act 1980). However, minutes of our meetings containing details of attendance and matters discussed with our members will be retained in perpetuity or until it is considered that they are no longer required for record purposes or on grounds of historical value.

Membership details will be destroyed following a lapsed membership or if a member notifies us in writing that they no longer wish to be identified.

What are your rights?

If at any point you believe the personal information relating to you that the NRA holds may be incorrect, you can request to see this information and have it corrected or deleted. If you are a NRA member, you may withdraw your consent for us to hold some or all of your personal data at any time, but this may impact on your membership. If it does, we will inform you of the implications there may be if this data is destroyed so that you can make an informed decision.

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer, who will investigate the matter.

If you are not satisfied with our response or believe we are processing your personal data in a way that is not in accordance with the law, you can complain to the Information Commissioner's Office (ICO).

Our Data Protection Officer is the NRA's Chief Road Steward (currently Paul Barker who can be reached on 01923 821036) and you can contact him by email: chiefroadsteward@northwoodresidents.co.uk

Please mark your correspondence for the attention of the Data Protection Officer.

The NRA reserves the right to update this Policy and the current version should be available on the NRA's website or can be obtained from our Data Protection Officer.