

# **NORTHWOOD RESIDENTS' ASSOCIATION**

## **GENERAL DATA PROTECTION REGULATION PRIVACY POLICY**

### **Purpose**

This document explains how Northwood Residents' Association (NRA) uses, holds and processes the personal data it collects for the purpose of carrying out its functions as a residents' association, and is to be transmitted by the Membership Secretary to any new member as part of their joining application process.

### **What data do we collect?**

By paying their annual subscription and/or being members of the NRA, members allow NRA for all legitimate purposes including contract performance to store their name, address and any other information they provide, such as an e-mail address and/or phone number in order for NRA to identify their membership, collect and record their subscription payments, and provide them with a copy of the NRA newsletter, other relevant information and updates on matters of interest. The data is required solely for communication between NRA and the member and is used for no other purpose.

Correspondence with the members will be retained to enable NRA to keep track of issues and past events. NRA also records 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 required to be securely stored and computer records are password protected.

NRA holds 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 NRA 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 members' rights?**

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

If a member wishes to raise a complaint on how NRA have handled their personal data, they can contact the NRA Data Protection Officer, who will investigate the matter.

If a member is not satisfied with the NRA response or believes NRA are processing a member's personal data in a way that is not in accordance with the law, that member can complain to the Information Commissioner's Office.

### **Applicable legislation**

In dealing with personal data, NRA and its relevant personnel will comply with all applicable provisions of the Data Protection Act 2018 and the UK General Data Protection Regulation and any other applicable laws.

**Our Data Protection Officer** is NRA's Chief Road Steward (currently Paul Barker) and members can contact him by email: [chiefroadsteward@northwoodresidents.co.uk](mailto:chiefroadsteward@northwoodresidents.co.uk) marking their correspondence "for the attention of the Data Protection Officer".

Northwood Residents' Association is an unincorporated association and can be contacted through its Data Protection Officer at the email address set out above, or currently at the following postal address 2, Elgin Drive, Northwood, Middx, HA6 2YR or currently on telephone number 01923 821036.

Effective Date: 11<sup>th</sup> September 2025