

Sandy Bay Park Residents Association Privacy Policy: General Data Protection Regulations (GDPR)

Background

The Sandy Bay Park Residents Association (abbreviated to **SBPRA**) is responsible for handling personal data in compliance with the Data Protection Act (DPA) 2018 and is required to comply with the General Data Protection Regulations (GDPR).

For the purposes of data protection, the **SBPRA** is defined as a “data controller” in respect of handling your personal data.

This notice provides you with information:

1. as to how the **SBPRA** uses the personal data it collects and holds for the purposes of it carrying out its function as a residents’ association,
2. and to what rights the GPDR gives you in respect of your data.

The type of personal information we collect, process, hold and share

This currently includes personal information in respect of our:

1. Members (identified as Membership Information in this document), including:
 - a. Name, postal address, telephone number, email address.
 - b. Subscription and any financial details where you may have given these to us.
 - c. Information regarding the work of the SBPRA and anything you communicate to us.
 - d. Magazine, newsletter and information distribution details.
2. Advertisers, contributors and suppliers (Identified as Business Information in this document), including:
 - a.
3. Contacts with organisations and individuals (Identified as External Information in this document), including:
 - a. Name, postal address, telephone number, email address.
 - b. Information on issues, matters and concerns associated with our work on behalf of our members.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you when you use our membership application processes. We use the information that you have given us to responsibly manage:

1. Any functions and processes that are required to facilitate the operation of the SBPRA
2. Our financial and contractual agreements

Lawful basis for using your information

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for collecting and processing this information are:

Membership Information

1. Your consent. Where you have given consent for your personal data to be processed for the purpose of membership records, subscription payments, magazine and newsletter distribution and communicating matters of interest to SBPRA members.
2. Correspondence. All correspondence with SBPRA members will be retained to keep track of issues and past events.
3. We record members attendance at SBPRA meetings and include appropriate details of issues raised which may include the names of individuals raising and commenting on the issues or otherwise participating at the meetings.

Business Information

1. Where your personal data is processed for the requirements of a contract to which you are a party of, or to take any necessary actions required by you before entering a contract.
2. Where it is necessary to process and retain information in compliance of a legal obligation, for example financial records.

External Information

1. Where processing of your data is required to on issues, matters and concerns associated with our work on behalf of our members.
2. Where processing of your data is necessary in order for us to perform a task which is in the public interest and inline with our legitimate interests as a residents association.

Who your data may be shared with

We may share your data with any other organisations, including:

1. Any organisation that we deem necessary to carry out the work of the SBPRA.
2. Any legal advisors appointed by the SBPRA to act on its behalf.

How we store your personal information

Your paper or computer-based information is securely stored:

1. Paper documents and records are held under lock and key in a secure container.
2. Computer documents and records are password protected and stored using modern up to date software that is regularly updated.
3. Access to your personal data is limited to members of the SBPRA Committee who need access and appropriate security is in place to ensure your data is not shared without authorisation.

Data retention

1. We will only keep personal data as long as required and will only ever ask for the minimum amount of data required for the associated purpose.
2. Minutes of SBPRA meetings containing attendance records and details of discussions with our members will be retained indefinitely until they are deemed to have no further record purpose or historical value.
3. Your personal data will be stored as long as you remain a member of the SBPRA.
4. Your personal data will be destroyed within 12 months following any lapsed membership
5. Personal data will be destroyed immediately if a member requests us to in writing.
6. Your personal data that is no longer required will be destroyed as follows:
 - a) Paper documents. Shredded.
 - b) Computer records. Electronically shredded to make them unrecoverable.

Your data protection rights

Under data protection law you have a number of rights, these include:

1. Where data processing is based on consent, you may revoke this consent at any time. SBPRA Magazines, newsletter and emails will inform you how to unsubscribe.
2. You have the right of access your personal data.
3. In the case of an error in your personal data, you have the right to request rectification.
4. You have the right to request deletion of part or all of your personal data.
5. You have the right to restrict or object to the processing of your personal data under certain circumstances.
6. Please note, exercising some of these rights such as deleting your data may cause concerns with managing your membership if this is the case the SBPRA will advise you accordingly.

A full summary of your legal rights over your data can be found on the Information Commissioners (ICO) website:-

<https://ico.org.uk/>

If you have any concerns about the use of your personal data or require a copy of your personal data held by the SBPRA then please contact:

SBPRA Data Protection Controller: Vice Chairman SBPRA

Postal Address: Sandy Bay, Canvey Island, Essex, SS8 0GU

Email Address: sandybayparkra@gmail.com

Telephone number: TBD

The SBPRA has 1 month to respond to your request.

If you are not satisfied with our answer to your concern or you are unhappy with the way that we have used your personal data then you can complain to the ICO.

Website cookies and usage tracking

The SBPRA does not use cookies for any purpose.

The SBPRA website is hosted by the "voice online communities" organisation. The organisation does use cookies; however, they are not used to gather personal information and store no personal data. For more information on how the organisation use cookies please go to the

following address: <https://e-voice.org.uk/cookies/> or select the Privacy tab on the bottom of each SBPRA website page.

Modification of SBPRA Privacy Policy

We may modify our Privacy Policy from time to time and will publish the most current version on our website.

If a modification meaningfully reduces or changes your rights, we will advise all members whose personal data we hold and are affected.