

## **Data Protection Statement for WPRRA**

*The terms 'us' and 'we' in the following refer to the elected committee members of West Park Residents' Association (WPRRA)*

In accordance with the changes in Data Protection Law that will apply after 25-05-2018, this panel specifies what data the WPRRA collects from its members and how we look after it.

### **The Data we collect**

This is the information that you choose to supply to WPRRA on your subscription payment form. To establish your membership, the form requires your name and address and the date of your subscription payment. Optionally you can also enter an email address and your phone number. When we process the form we will transfer all the data to a computer database, and your name, address, and date of payment to a payments ledger.

### **Permissions**

We assume as follows:

- If you provide the information to us, then you are giving us permission to store it in the payments ledgers and the computer database.
- If you've provided an email address, you wish to receive email circulars until you tell us otherwise.
- If you've provided your phone number you are prepared to receive a call from a committee member in the event, for example, that emails start bouncing.

### **How we use your Data**

We use the database to alert the membership to matters of local interest by issuing occasional circulars by email, or by posting leaflets through letterboxes.

### **Security of your Data**

- We will not share your data with non-committee members, or other third parties.
- The payments ledgers are kept in the home of a committee member under the same physical security as his/her personal documents.
- The computer data base is stored in encrypted form on hardware belonging to a committee member and is stored under the same physical security as his/her personal documents.

### **How long do we keep your Data?**

We will keep the details on file until you ask us to remove it, or until we consider you have resigned from membership. This is because we assume you don't want you to miss an important notification simply because you forgot to pay a subscription. (It's not uncommon for a member to forget one year and pay double next time).

### **What control do you have over your data?**

To update or query the data we hold on you, or to request that we delete your record from the computer database, please send your request by email to [emailinglist@westparkresidents.org.uk](mailto:emailinglist@westparkresidents.org.uk).