

Privacy Policy 2018

(Approved by the committee on 20th April 2018)

This privacy policy sets out how The Byfleet, West Byfleet & Pyrford Residents' Association ('The RA') uses and protects any information you provide as part of your membership.

Protecting your Information

The RA is committed to ensuring that your privacy is protected. Should we ask you to provide certain membership-related information by which you can be identified then you can be assured that it will only be used in accordance with this privacy statement.

Changes to this Policy

The RA may change this policy from time to time by updating this page, which will be available on our website (www.the-residents.org). Any such changes will also be announced in *The Resident* newsletter. You should check this page from time to time to ensure that you are happy with any changes.

What We Collect.

As a membership organisation, it is in the legitimate interest of The RA to collect the following information:

- Your first & last name and title
- Your home address, postcode,
- And optionally phone number(s), email address
- Any roles you perform for the RA e.g. if you are a street rep, committee member, etc.
- Membership subscription details, any donation payments and dates paid for your address

What we do with the information we gather?

The RA require this information to make sure that we can:

- Keep you informed on matters relating to the RA
- Deliver copies of *The Resident* newsletter as efficiently as possible
- Inform you directly of any urgent community-related issues, e.g. certain planning applications
- Maintain up-to-date membership records
- Keep track of membership subscription payments
- Report membership statistics to the AGM and regularly to the Committee

We may contact you by email, phone, fax or mail.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we hold on our members.

Data Retention Periods

We will hold your personal data until three years after you cease to be a member.

NB Under the current constitution you cease to be a member after your calendar subscription is in arrears by 2 years.

The contribution record for an address will be held for 7 years after the last payment.

Officers' data will be deleted within 3 months of resignation.

When you Visit the RA Website (www.the-residents.org)

How we use Cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive.

Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual.

The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We may use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to member's needs.

We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not.

A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

We reserve the right to create a "private-members only" site, in which case signing into the site will require validation against the members database but no other information would be required unless we advise at the time of setting up such a site.

Links to other Websites

The RA website may contain links to enable you to easily visit other websites of interest.

However, once you have used these links to leave our site, you should note that we do not have any control over that other website.

Therefore, The RA cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement.

You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your Personal Information

By subscribing to be a member of the Residents Association, you agree to us collecting and maintaining the information identified in **What We Collect** above.

We will maintain this information on a secure database that is only accessible by the Officers of the Residents Association and nominated persons. Any data transferred between such officers will be password protected at all times. All officers recognise their legal duty to protect your information.

As you have previously agreed to us using your personal information to contact you for the purposes described above, you may change your mind at any time by writing to or emailing us at the address given below. This means we will delete the relevant details but all other details will be maintained.

You may opt out of receiving any hard copy mailings, which includes the magazine, by contacting the Membership Secretary as below.

You may request to completely delete all personal details, in this instance all names will be removed from the database. As a matter of financial record, the address and subscription details will be maintained as per the **Data Retention Periods** section above.

We will never sell or lease your personal information to third parties neither will we distribute such information unless we have your permission or are required by law to do so.

Byfleet, West Byfleet & Pyrford Residents' Association

You may request details of personal information which we hold about you under the Data Protection Act 1998 and General Data Protection Rules 2018.

If you would like a copy of the information held on you, please:

Either email: members@the-residents.org

or write to:

The Membership Secretary,
Byfleet, West Byfleet & Pyrford Residents' Association,
c/o Byfleet Village Hall,
54 High Road,
Byfleet
KT14 7QL

If you believe that any information we are holding on you is incorrect or incomplete, please contact us as soon as possible. We will promptly correct any information found to be incorrect.