

Privacy Notice

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR).

2. Who are we?

Charlton Central Residents' Association (CCRA) is the data controller (contact details below). We are a community organisation whose mission is to make this a safer and friendlier neighbourhood. Any personal data that we collect will only be in relation to the work and our relationship with supporters.

3. How do we process your personal data?

CCRA complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of local residents and members in a particular area as specified in our Constitution.
- To enable us to provide a voluntary service for the benefit of those who live outside of the area specified in our Constitution who are Associate Members.
- To administer our membership records, to send membership card and invite yearly renewal.
- To promote and fundraise for CCRA.
- To inform members and local residents of local news as well as events and activities being run by CCRA that they may wish to join.
- To hold a list of those who have explicitly told us they do not want to be contacted by CCRA.
- To claim gift aid on any donations given.

4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, and activities.
- Processing is carried out by CCRA (a not-for-profit body) provided:
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential. We will only share your data with third parties outside of the organisation where there is a legitimate reason to do so or when we have your explicit consent.

6. How do we protect personal data

We implement appropriate technical and organisational security measures to protect your information and keep it confidential through secure storage, encryption and firewalls.

7. How long do we keep your personal data?

We keep data in accordance with the guidance set out in the CCRA Data Retention Policy. Specifically, we retain our membership database while it is still current and will ask for your consent every 3 years to hold this data. Any gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate.

8. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which CCRA, holds about you;
- The right to request that CCRA corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for CCRA to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data,
- The right to lodge a complaint with the Information Commissioners Office (ICO).

You also have a right to express the way you would like us to contact you i.e., by post or email.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Secretary of Charlton Central Residents' Association at secretary@charltonresidents.org.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Agreed CCRA Management Committee : 7th April 2018

Reviewed: October 2018