**CLEAVER SQUARE, CLEAVER STREET AND BOWDEN STREET RESIDENTS’ ASSOCIATION**

**AND NEIGHBOURHOOD WATCH**

**PRIVACY NOTICE**

**Your personal data – what is it?**

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the information alone or in conjunction with any other information. The processing of personal data is governed by *[the Data Protection Bill/Act 2017 the General Data Protection Regulation 2016/679 (the “GDPR” and other legislation relating to personal data and rights such as the Human Rights Act 1998*].

**Who are we?**

This Privacy Notice is provided to you by the Cleaver Square, Cleaver Street and Bowden Street Residents’ Association and Neighbourhood Watch (CSRA) which is the data controller for your data.

CSRA’s purpose is to help to preserve and improve the amenities and character of Cleaver Square, Cleaver Street and Bowden Street, and to foster a general sense of community and neighbourliness within the area.

All those who live in Cleaver Square, Cleaver Street and Bowden Street automatically become members. There is no annual membership charge.

CSRA’s affairs are managed by a Committee consisting of a Chair and around 10-12 other members. An AGM is held every November. The Chair currently holds residents’ data which enables regular emails and newsletters to be sent out.

**What data do we process?**

* + Names and titles (and occasionally photographs)
  + Contact details such as telephone numbers, addresses, and email addresses.

**How do we process your personal data?**

The data controllers will comply with their legal obligations to keep personal data up to date; to store and destroy it securely; to not collect or retain excessive amounts of data; to keep personal data secure, and to protect personal data from loss, misuse, unauthorised access and disclosure and to ensure that appropriate technical measures are in place to protect personal data.

We use your personal data for some or all of the following purposes:

* + To send you communications which you have requested and that may be of interest to you. These may include information about local matters, campaigns, appeals, other fundraising activities;
  + To seek your views or comments;
  + To notify you of changes to our services, events and role holders.

**No sharing of your personal data**

Your personal data will be treated as strictly confidential. It will never be shared with third parties except where you have actively consented for this to be done.

**How long do we keep your personal data?**

We will endeavour to keep data only for as long as we need it, but as a minimum for the duration of your membership of the CSRA. Subsequent to this we will delete your personal details when they are no longer needed or when you ask us to do so.

**Your rights and your personal data**

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

* 1. The right to access information we hold on you
     + At any point you can contact us to request the information we hold on you as well as why we have that information, who has access to the information and where we obtained the information from. Once we have received your request we will respond within one month.
     + There are no fees or charges for the first request but additional requests for the same data may be subject to an administrative fee .
  2. The right to correct and update the information we hold on you
     + If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
  3. The right to have your information erased
     + If you feel that we should no longer be using your data or that we are illegally using your data, you can request that we erase the data we hold.
     + When we receive your request we will confirm whether the data has been deleted or the reason why it cannot be deleted (for example because we need it for our legitimate interests or regulatory purpose(s)).
  4. The right to object to processing of your data
     + You have the right to request that we stop processing your data.
  5. The right to data portability
     + You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
  6. The right to withdraw your consent to the processing at any time for any processing of data to which consent was sought.
     + You can withdraw your consent easily by email, or via the website (see Contact Details below).
  7. The right to object to the processing of personal data where applicable.
  8. The right to lodge a complaint with the Information Commissioner’s Office.

**Further processing**

If we wish to use your personal data for a new purpose, not covered by this Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

**Contact Details**

Please contact us if you have any questions about this Privacy Notice or the information we hold about you or to exercise all relevant rights, queries or complaints at:

Chair, Cleaver Square, Cleaver Street and Bowden Street Residents’ Association and Neighbourhood Watch

Website (contact us form): www.cleaversquare.org

Email: pennyrc@btinternet.com

*Issue date: 17 April 2018*