

## Data Collection and Processing, Privacy Statement PSRA

This document explains how we collect data which is used in our organisation.

### A. Definitions

1. Personal data is information about a person which is identifiable as being about them. It can be stored electronically or on paper, including images as well as written information.
2. Data protection is about how we, as an organisation, ensure we protect the rights and privacy of individuals, and comply with the law, when collecting, storing, using, amending, sharing, destroying or deleting personal data.

### B. Responsibility

1. Overall and final responsibility for data protection lies with the Committee, who are responsible for overseeing activities and ensuring this policy is upheld.
2. All volunteers are responsible for observing this policy, and related procedures, in all areas of their work for the group.

### C. Overall Policy Statement

1. The Park Street Residents' Association (PSRA) needs to keep personal data about its committee, members, volunteers and supporters in order to carry out group activities.
2. We will collect, store, use, amend, share, destroy or delete personal data only in ways which protect people's privacy and comply with the General Data Protection Regulation (GDPR) and other relevant legislation.
3. We will only collect, store and use the minimum amount of data that we need for clear purposes, and will not collect, store or use data we do not need.
4. We will only collect, store and use data for:
  - a. purposes for which the individual has given explicit consent; or,
  - b. purposes that are in our group's legitimate interests; or,
  - c. contracts with the individual whose data it is.
5. We will provide individuals with details of the data we have about them when requested by the relevant individual.
6. We will delete data if requested by the relevant individual, unless we need to keep it for legal reasons.
7. We will endeavour to keep personal data up-to-date and accurate.
8. We will store personal data securely.
9. We will keep clear records of the purposes of collecting and holding specific data, to ensure it is only used for these purposes.
10. We will not share personal data with third parties without the explicit consent of the relevant individual, unless legally required to do so.
11. We will endeavour not to have data breaches. In the event of a data breach, we will endeavour to rectify the breach by getting any lost or shared data back. We will evaluate our processes and understand how to avoid it happening again. Serious data breaches which may risk someone's personal rights or freedoms will be reported to the Information Commissioner's Office within 72 hours, and to the individual concerned.



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12. To uphold this policy, we will maintain a set of data protection procedures for our committee and volunteers to follow.

## D. Data Collected and Processed

### 1. Members

- a. Basis: Legitimate Interest
  - i. Purpose(s):
    - \* To collect annual subscriptions and maintain a list of members for attendance and voting at the Annual General Meeting and other General Meetings.
    - \* To communicate with members about the PSRA's activities through email
  - ii. Personal Information:
    - \* Name
    - \* Address
    - \* Email
    - \* Telephone number
    - \* Amount donated, if any
    - \* Information which may be relevant, such as contact preference, etc

### 2. Committee

- a. Basis: Legitimate Interest
- b. Purpose(s):
  - i. To communicate with the Committee about PSRA business.
- c. Personal Information:
  - i. Name
  - ii. Address
  - iii. Telephone number(s)
  - iv. Email address(es)
  - v. Management Role

### 3. Distribution/Road Agents

- a. Basis: Legitimate Interest
- b. Purpose(s):
  - i. To communicate about the collection of the list of members and annual subscriptions to *Park Street News*
  - ii. To communicate about the distribution of *Park Street News* and other publications or communications.
- c. Personal Information:
  - i. Name
  - ii. Address
  - iii. Telephone number(s)
  - iv. Email address(es)
  - v. Preferences or things of note, such as participation status

## E. Data Retention and Rights

We may retain your data for 6 years, however this policy is subject to review at a later date.



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**F. Data Protection Officer and Contact Info**

Membership, Committee member and Road Agent data currently resides at 71 Park Street Lane by Heidi Patterson and exists in the form of an electronic file and physical copies of Road Agent data collected 2018-2020.

## Other Collected Data

1. Advertisers in *PSRA News*
  - a. Basis: Legitimate Interest
  - b. Purpose(s):
    - i. To communicate about their advertising in *PSRA News* including the collection of fees.
    - ii. To communicate their contact details to the layout and printing subcontractor for *PSRA News* for the layout and printing of their advertisements.
  - c. Personal Information:
    - i. Name
    - ii. Address
    - iii. Telephone number(s)
    - iv. Email address(es)
2. Others (e.g. Parish, District and County Councillors and members of other committees)
  - a. Basis: Consent
  - b. Purpose(s):
    - i. To communicate with relevant people including non-members about PSRA business.
  - c. Personal Information:
    - i. Name
    - ii. Address
    - iii. Telephone number(s)
    - iv. Email address(es)
3. Social Media and Website
  - a. Basis: Legitimate interest
  - b. Purpose(s):
    - i. To share information about PSRA on other media platforms, including:
      - \* Twitter
      - \* Facebook
      - \* Wordpress (Our current site publishing platform):
        - (i) Comments left on published pages or posts
        - (ii) Mailing list to communicate about new pages or posts
  - c. Personal Information:
    - i. Name
    - ii. Email address
  - d. Storage Method: Information from social media such as comments, reactions and subscriptions are retained on relevant platform(s)