



[www.hgs.org.uk/ra](http://www.hgs.org.uk/ra)

## **Data Protection Policy**

May 2018

### **Introduction**

The Hampstead Garden Suburb Residents Association (HGSRA) collects, stores and uses contact and payment information and some other personal data as an essential part of its membership operations. In particular, we send regular e-mails to members and non-members about forthcoming events that are considered to be of interest to the community.

In collecting, processing, sharing and disposing of personal information the HGSRA is bound by the requirements of the Data Protection legislation including the General Data Protection Regulation which comes into effect on 25 May 2018. Any personal information will be handled and dealt with properly however it is collected, recorded and used, and whether it is on paper, in computer records or recorded by any other means.

The HGSRA is staffed by unpaid volunteers and is dependent on membership subscriptions and voluntary contributions. This policy seeks to ensure that any members of RA Council, its Standing Committees and other volunteers, 3<sup>rd</sup> party suppliers or any other persons acting for or on behalf of the HGSRA who have access to any personal data held by or on behalf of the Council, are fully aware of and abide by their duties and responsibilities under GDPR.

This policy applies to all data. We will amend or delete the personal information we hold about you if you so request.

### **Principles of the GDPR**

The GDPR stipulates that anyone processing personal data must comply with six principles of good practice that are legally enforceable. The principles are summarised as follows:

- Principle 1 - the processing of personal data must be lawful and fair.
- Principle 2 – the purpose for which personal data is collected on any occasion must be specified, explicit and legitimate. Personal data must not be processed in a manner that is incompatible with the purpose for which it was collected.
- Principle 3 - personal data processed must be adequate, relevant and not excessive in relation to the purpose for which it is processed.
- Principle 4 - personal data processed must be accurate and, where necessary, kept up to date. Every reasonable step must be taken to ensure that personal data that is inaccurate is erased or rectified without delay.
- Principle 5 - personal data must be kept for no longer than is necessary for the purpose for which it is processed.
- Principle 6 - personal data must be processed in a manner that ensures appropriate security, using appropriate technical or organisational measures.

### **Information We Collect**

We collect information in connection with households within the boundaries of the Hampstead Garden Suburb. This includes your name (first name, last name), your address with full postcode, telephone numbers and email addresses. We also record how you pay your subscription and the amounts you pay each year allocated between the HGSRA and Fellowship House as specified by you. We also record these details for Associate Members who wish to be members of the HGSRA but do not live within Hampstead Garden Suburb.

### **How We Use Your Information**

We use your information to provide membership services, respond to and fulfill your payment requests, provide information on upcoming events and other information relevant to the HGSRA.

### **How We Share Your Information**

We share your information with selected suppliers only to the extent necessary for the management of our membership business and for communicating with you via post or email. We ensure that our suppliers keep your details secure and do not use or share your details in any way other than for HGSRA activities. Currently these suppliers include our membership system provider and the mail house we use to carry out mailings on our behalf from time to time including sending you your Annual Discount card.

Your information is also shared with Fellowship House, the Suburb Community Centre our members help to finance. However, we only share this information where our members make a donation over a specified size to this local charity. Any information passed to Fellowship House is solely for the purposes of them claiming charitable Gift Aid and this information is limited to name, postal address and amounts donated.

We never share your information with 3<sup>rd</sup> parties for marketing purposes.

## Security of Your Information

We take all reasonable steps to keep the data we hold secure. We own a computer purely for membership purposes and this has appropriate security to safeguard access. A backup of this information is maintained in two different locations for security reasons. We provide the HGS website owner with names of new RA members so that they can be granted access to the HGS Lists if they so wish.

## Information You Share Socially

As part of our membership service, you are able to become a member of the HGS List email group, sometimes referred to as the Membership Chatline. This allows you to connect with and share comments, content, and information publicly with other members of this email group. Whilst restricted to members of the HGSRA, we do not own or administer the HGS List and are not responsible for data you provide on it.

Please be mindful of your personal privacy needs and the privacy needs of others when you communicate through this group. We cannot control the privacy or security of information you choose to make public or share with others through this format. Please contact the List owner directly (email: rawebsite@hgs.org.uk) if you want to be removed from this service.

## Storage

All appropriate steps are taken to ensure that personal data is kept secure at all times against unauthorised or unlawful loss or disclosure. In particular, we ensure that:

- Paper files and other records or documents containing personal/sensitive data are kept in a secure environment and destroyed when no longer needed.
- Personal data held on computers and computer systems is protected by the use of secure passwords, which where possible have forced changes periodically; and
- Individual passwords are such that they are not easily compromised.
- When personal data is required to be transferred to another person, organisation, or other third party all appropriate measures will be taken to maintain the appropriate security levels of that information.
- Personal data should be readily available to a Data Subject upon request
- Personal data should be disposed of in accordance with standard document retention guidelines.

## Retention

We will retain your information for the period necessary to fulfill the purposes outlined in this Policy.

## Your Choices

You can opt out of receiving email communications from us and change your communication preferences at any time by informing us of your preferences.

## **Changes to this Policy**

We reserve the right to update this Policy to reflect changes to our information practices by posting notice of the update, on any site(s) we use, from time to time.

## **Contact Us**

If you have any questions about this Policy or information we have collected about you, please contact us:

By email at: **[data@hgsra.uk](mailto:data@hgsra.uk)**

By post to:

**HGS Residents Association  
Fellowship House  
136A Willifield Way  
London  
NW11 6YD**