

Creffield Area Residents Association

GENERAL DATA PROTECTION REGULATIONS

The data controller is the Secretary. The data processors are the Communications Officer as webmaster and emailer, the Treasurer, the Membership Secretary, Planning Officer and Chair.

Policy on Personal information kept by CARA

The General Data Protection Regulations comes into effect on 25th May, 2018.

Information is kept on CARA members and people who have asked to be informed of our activities such as local politicians and business.

General provisions

The membership secretary keeps an electronic copy, (Excel password protected) on a private device. This is shared periodically with the Treasurer and Communications Officer. No-one else is authorised to retain any personal information covered in this policy.

It is a requirement of membership to obtain and retain the information specified below and it must be provided by members to belong to the association. Association members are entitled to copies of both on application to the secretary. To enable flexibility in renewal payments, we retain member's information for up to two years after a relapse of payment. All data is removed on resignation from the association.

Information on association members

Information	Purpose	
Name	To maintain membership list and for personalised email communication	
Address	For membership verification, delivery of membership cards & information of CARA activities, meetings and planning concerns.	
Email address	For email communication of CARA activities & meetings, local events & news considered relevant by the committee. For local communication of planning concerns	
Date of renewal		
Renewal status		
Bank account	For standing order administration. This is not held on the spreadsheet, but is available through our bank account statement	Treasurer

Information on members with bankers' orders to be kept confidential by the appropriate officers

It is for the treasurer, and membership secretary to maintain a list of active bankers' orders to ensure their annual collection and delete defunct ones after a year.

Members and data protection

Any member has the right to inspect their personal information held by any officer or servant of the association and instruct the amendment or deletion of out-of-date or inaccurate information.

No information is supplied or shared to a third party for any purpose.

The association only holds the information supplied on members' application forms.

Communication preference

The association is run by an annually elected committee. The association has a wish to provide members with written information on its meetings and local news and activity. Members have expressed a general wish to be notified of events in writing. This is done by email where members have entered their email addresses on their application forms or subsequently advised the secretary or membership secretary of their email addresses. Members who have not given their email addresses may, in exceptional circumstances, be notified by post or hand delivery at the discretion of the committee, unless they indicate it is not necessary.

Members' rights

Members are entitled to:-

Inspect their personal records and amend where necessary any out-of-date or inaccurate information;

Be informed of any breach of security;