

# Northaw and Cuffley Residents Association

## Data Protection Policy

The Northaw and Cuffley Residents Association (NCRA) Data Protection Policy is designed to protect the personal data of members. NCRA appreciate that we have been provided with your personal information. We will never pass on your data to anyone else. Your data is for the use of NCRA only. Provided you do not opt out of NCRA communications, we intend to keep you informed about local issues by email.

1. The required personal data of all NCRA members is the name of one resident per address, at least one email address (if possible), one postal address and one telephone number. The telephone number/s allow us to contact you if your email fails. By providing us with your data, and maintaining your membership, you are giving us permission to store this data for the purpose of contacting you on NCRA matters. This also applies to our supporters living outside the Parish who are not eligible for membership.
2. Your contact data is required solely for communications from NCRA to members and is used for no other purpose.
3. The NCRA Membership Secretary is responsible for the maintenance and security of the data and also that it is updated. All queries and requests should be addressed to the Membership Secretary.
4. Access to the secured data is restricted to the NCRA Membership Secretary, NCRA Chair or person authorised by them, who will maintain the electronically stored data. Data will not be given to any other party without the permission of the member. Members' application forms will be retained by the Membership Secretary to validate the electronically stored data. All data will be stored only for the duration necessary for the efficient running of NCRA.
5. Once members' subscriptions have been banked we will not retain any records of members' bank account details.
6. Members' emails will be treated as confidential to NCRA.
7. The only personal data referring to NCRA members published on the NCRA website comprises the names and photographs of committee members and their NCRA email addresses. This also applies to NCRA email newsletters.
8. Notification to the NCRA Membership Secretary of the resignation of a NCRA member will result in removal, at the earliest opportunity, of all relevant personal data from any databases held by NCRA. Failure to renew membership in any calendar year will be treated as a resignation after reminders have been issued.
9. NCRA Committee meetings and our AGMs are open to members. No photographs or recordings will be permitted during the proceedings.
10. This policy will be made available to members electronically or in hard copy where requested.
11. The privacy of your data is of utmost importance to NCRA. In the unlikely event of a data security breach appropriate action will be taken and you will be informed.

NCRA 12th May 2018

Contact us at [ncrainfo@gmail.com](mailto:ncrainfo@gmail.com)