

Nottingham One Tenants' Association

GENERAL DATA PROTECTION REGULATION (GDPR) POLICY & PROCEDURES

Purpose

This document explains how the Nottingham One Tenants' Association (N1TA) uses the personal data it collects for the purpose of carrying out its functions as a tenants' association.

Responsibility

Overall and final responsibility for data protection lies with the management committee who are responsible for overseeing activities and ensuring this policy is upheld.

Categories of Personal Data

The categories of personal data that we collect, process, hold and share includes personal information in respect of:

N1TA Members (referred to in this document as Membership Information, including name, address, telephone number, e-mail address and subscription details).

Individuals and organisations with whom we have contact as part of the work carried out by N1TA (referred to in this document as Business Information, including name, address, telephone number, email address and details of the particular matters associated with their work on our behalf).

Why we collect and use this information

We use this information in pursuit of N1TA's objectives and to manage our membership, financial and contractual arrangements.

The lawful basis on which we use this information

We collect and use this information as follows:

Membership information: Where the data subject has given consent to the processing of his or her personal data, for the purpose of identifying membership, collecting and recording subscription payments, and communicating information of interest to N1TA members. Correspondence with members will also be retained to enable N1TA to keep track of issues and past events. We also record attendance at meetings of the Association and appropriate details of matters raised, which may include the name of the individuals raising or commenting on these issues, or otherwise participating at such meetings.

Business information: Where processing is necessary for the performance of a contract to which the data subject is party or to take steps at the request of the data subject prior to entering into a contract. In some cases (eg. financial records) it is necessary to process and retain information in compliance with a legal obligation.

Storing this information

Personal information records may be paper based or on computer. Paper based records are stored under lock and key and computer records are password protected.

We hold data for up to six years, depending on its importance and having regard to the Statute of Limitations (the Limitation Act 1980). However, minutes of our meetings containing details of attendance and matters discussed with our members will be retained in perpetuity or until it is considered that they are no longer required for record purposes or on grounds of historical value.

Membership details will be destroyed within 12 months following a lapsed membership or immediately if a member notifies us in writing that they no longer wish to be identified.

Rights of Data Subjects

If at any point they believe the personal information relating to them that N1TA holds may be incorrect, they can request to see this information and have it corrected or deleted. Requests should be sent to the Secretary. If the subject is a N1TA member, they may withdraw their consent for us to hold some or all of their personal data at any time, but this may impact on membership. If it does, we will inform them of the implications there may be if this data is destroyed so that they can make an informed decision.

If they wish to raise a complaint on how we have handled their personal data, they can contact our Chairperson who will investigate the matter and respond as expeditiously as possible.

If they are not satisfied with our response or believe we are processing their personal data in a way that is not in accordance with the law, they can complain to the Information Commissioner's Office (ICO).

If their personal data held by N1TA is based on consent only, they have the right to withdraw that consent at any time, and this will not affect the lawfulness of processing based on consent before its withdrawal.

This policy will be reviewed every 2 years.

M Thomason

Signed Chairperson

G Mills

Signed Secretary

14 May 2019