

Downe Residents' Association - Data Privacy Policy

1. Introduction

The Downe Residents' Association management committee (DRA-MC – see www.downe-kent.org.uk for details) needs to collect and use certain types of personal information about residents and others who come into contact with the DRA-MC in order to carry on their work. Personal information collected will be processed and stored in accordance with prevailing Data Protection legislation.

2. The data stored and controlled by the DRA-MC is from two sources:

- Subscriber details for the purposes of receiving the Downe Mailing e-mail updates
- Contact details for members of the DRA-MC.

The “lawful basis” for collecting this personal data is “consent”. Informed consent is when an individual clearly understands why their information is needed, who it will be shared with (Downe Mailing address list will not be shared), and then gives their consent.

The DRA-MC will ensure that the individual clearly understands that their information is held in order to receive Downe Mailing e-mails and grants explicit consent for data to be processed (via the “Mailchimp” subscription request form and subsequent e-mail validation).

3. Disclosure

The DRA-MC will not share data with any other organisation.

4. Handling of data

The DRA-MC regards the lawful treatment of personal information as very important to successful working of the DRA, and to maintaining the confidence of those with whom we deal. The DRA-MC will adhere to the Principles of Data Protection, in accordance with prevailing Data Protection legislation.

The DRA-MC will ensure that:

- It has a person with specific responsibility for ensuring compliance with Data Protection - the Downe Mailing manager
- Everyone collecting or processing personal information understands that they are responsible for following good data protection practice (via DRA-MC minuted record of discussion on Data Protection)
- Everyone processing personal information is appropriately trained to do so
- Anybody wanting to know what data is held for them can make a request and the Data Controller will provide such within one month
- Personal data is managed and accurate (see para 6)
- Collect and process personal data only for the purposes of Downe Mailing
- Subscribers are informed that processing is being undertaken
- Subscribers have access to their personal information (see para 6)
- Personal information is held securely (see para 5)

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5. Data Security

Information and records relating to subscribers will be stored securely and will only be accessible to the Downe Mailing manager, or a substitute approved by the DRA-MC. Address lists for Downe Mailing are securely held in the "Mailchimp" cloud storage, protected by user ID and password (password changed as required).

Information will be stored for only as long as the subscriber wishes to receive Downe Mailings and will be deleted when an unsubscribe request is received. Downe Mailing subscribers can "unsubscribe" at any time from receiving the e-mails by following the instructions at the bottom of every Downe Mailing.

DRA-MC requires that Mailchimp or any other service provider states that they are also compliant with prevailing data protection legislation. This will be checked prior to using a service provider and subsequently as appropriate.

In the event of a breach of data protection, this will be reported to any individuals affected and to the Information Commissioner's Office within 72 hours of DRA MC becoming aware of the breach.


6. Data access and accuracy

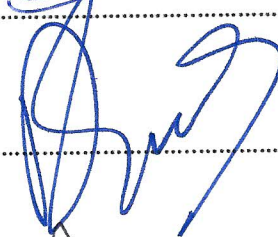
All individuals have the right to access the information the DRA-MC holds about them. The DRA-MC will take reasonable steps ensure that information is kept up to date by asking subscribers from time to time whether there have been any changes and removing known inactive accounts. In practice, individuals can "self-manage" their data by unsubscribing or notifying the Downe Mailing manager of changes.


7. Conclusion

This policy will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments made to prevailing Data Protection legislation.

In case of any queries or questions in relation to this policy please contact the Downe Mailing manager or any of the DRA-MC members

Signed  (Chair) 24/4/2018 (Date)
(S. Barnes)

Signed  (vice-Chair) 24/4/2018 (Date)
(D. Evans)

Signed  (Secretary) 22/4/18 (Date)
(A. Rutherford)