

# Downe Residents' Association - Data Privacy Policy

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## 1. Introduction

The Downe Residents' Association management committee (DRA-MC – see [www.downe-kent.org.uk](http://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)

