



## Privacy Policy

In accordance with the new General Data Protection Regulations (GDPR), effective 25 May 2018, the Thames Ditton & Weston Green Residents' Association (the Association) hereby advises subscribers of the conditions on which we hold their personal data.

### 1. The Data We Hold

The personal data given when members subscribe includes name, street address, telephone number, email address and subscription status. Where subscribers support the Association in specific roles, those roles are also recorded. The amounts contributed by subscribers are recorded; but we do not record, nor have access to, any credit/debit card data involved in online subscriptions.

### 2. How We Store Your Data

The data given by subscribers is stored electronically with appropriate levels of security to prevent third party access. Where subscription is via our paper form, we also retain the form for a period of five years for audit purposes, unless instructed to destroy it.

### 3. How We Use Your Data

The data is used to assist the Association in subscription collection, notifying members of matters of local interest, notifying active supporters in matters related to their roles (eg. magazine deliverers), recruiting new supporters in active roles. We will never pass on any of your data to a third party.

### 4. How Long We Keep Your Data

Unless otherwise requested, we will retain your data while you continue to subscribe to the Association, updating it as required. We will delete the data when members advise the Association they have moved out-of-area and no longer wish any further communication with us. If membership lapses and no advice is given, the Association will retain the data for a period of five years before deleting it.

### 5. Your Access to the Data

You have the right to know what information we hold on you. If requested, the details of this information will be provided within 30 days. If you no longer wish us to hold your data, we will delete it; however we will then no longer be able to advise you of matters of interest to residents.

### 6. Contacting the Association

If you wish to contact us about any of the above, Officers' details can be found on page 5 of our quarterly magazine, *Thames Ditton Today*, and on our website at <https://www.residents-association.com>.

### 7. Further Information

If you would like to know more about the GDPR, further information can be found on the Information Commissioner's Office website -

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>