

## St Matthew's Residents' Association

### DATA PRIVACY NOTICE

This notice explains how we collect, store and use your personal data. The information in this notice is provided in accordance with the Data Protection Act 1998 and the Privacy and Electronic Communications (EC Directive) Regulations 2003 (PECR) and the General Data Protection Regulations (GDPR) which are effective from 25 May 2018.

St Matthew's Residents' Association is committed to protecting your privacy. We aim to ensure that all information you give to us is held securely and is only used in a manner that you have consented to or would expect.

This data protection notice applies to St Matthew's Residents' Association (registered address: 18 St Matthew's Avenue, Surbiton) - the data controller, with regards to the personal data you have disclosed to us. *(A data controller is the person or organisation who determines the purpose for which, and the way, any personal data is processed. The data controller is responsible for establishing practices and policies in line with the Regulations.)*

### What information do we collect?

We collect data from you when you interact with St Matthew's Residents' Association online (including email), face to face, and occasionally by post, over the phone or via SMS. Some of this information is personal data which can be used to identify you. Examples of personal data include:

- your name,
- address,
- telephone numbers,
- email addresses,
- how you heard about us

We will only collect data which is relevant to the purpose for which you have given it, and we will never pass it to a third party.

### How we use your personal data

The purpose of collecting personal data is to ensure you receive the materials, resources, services, and information you may have requested or expect, and which further the objects of St Matthew's Residents' Association as an association. We may also use your personal data to keep you informed about our work if you have requested this or have not opted out of receiving such communications. Examples of such communications are our newsletter and other electronic communications. We may also use your data to process any donations or fees you have given towards the running of the Association. In the paragraphs below it refers to another legitimate purpose called Direct Marketing.

For our association, it is most likely to mean asking for additional funding if we need to launch a campaign to pay for legal fees etc.

### Membership rights

When you become a member of the St Matthew's Residents' Association you became party to a contract with the Association and under the constitution we are obliged to retain records of you as a member and to send you notices of general meetings. You can only opt out of this by resigning your membership.

### How will we contact you?

We may contact you via email, telephone, post or SMS text or directly by knocking at your door. For membership issues our "basis for contacting you" is one of contract. For other communications, other than direct marketing, our basis is our legitimate interests in furthering our association purpose, or your consent where given.

In considering whether we have a legitimate interest we will conduct a balancing exercise. This balancing exercise will include recent contact and history, any previous notification that we may send communications to you and, most importantly, whether you would reasonably expect to receive such information from us.

We will not contact you by any electronic means (phone, SMS or email) for Direct Marketing unless we have received your consent to do so. In considering whether we may contact you by post for Direct Marketing purposes we will carry out a similar balancing exercise as set out above.

If you are a new member we will aim to capture your consent for Direct Marketing and for other purposes at the data collection point (when you join St Matthew's Residents' Association and fill in the membership form). You do not have to give consent – it is your decision.

As a default position we will consider consent to remain valid while you are receiving our regular communications and have not objected to doing so. You can give or withdraw consent to Direct Marketing, or change your contact channel preferences, at any time by writing to us at the address above; or [emailing\\_committee@stmatthewsra.org.uk](mailto:emailing_committee@stmatthewsra.org.uk). Please let us know if you change your contact details or if you believe any information we hold is incorrect.

### Storing and sharing your data

St Matthew's Residents' Association stores your data on a secure cloud-based database hosted by Dropbox, which uses data centres in Germany. In order to comply with GDPR your data must be stored within the European Economic Area (EEA). Your data will not be processed outside of St Matthew's Residents' Association and will not be disclosed to any parties outside of St Matthew's Residents' Association except to process donations and Gift Aid, e.g. our bank and HMRC. At no time, will your data be passed to a third party for marketing purposes.

If you subscribe to our website, your email address is stored in the website management system database. Again it is not shared with anyone else other than the provider of that service e-voice, a community based website hosting organisation. The website host has a privacy notice on all hosted website pages too.

### How long do we hold your personal data?

Your personal data will be held on our database during the period of our active relationship. We will not keep your personal data for any longer than is necessary. Once it is no longer required we will take all reasonable steps to destroy it or erase it from our systems.

### Your Rights

In relation to us processing your personal data you have the following rights, which can be exercised at any time:

- To withdraw your consent for us to process your data.
- To be forgotten – to request that your data be erased and no longer processed.
- Subject access requests – a right to request a copy of the data we hold about you.
- To object to your data being used by us for the purposes of direct marketing.

### Other websites

Our pages may contain links to other websites, and you should be aware that we are not responsible for the privacy practices on other websites.

### Your Questions

If at any time you have any concerns or you wish to receive further information regarding St Matthew's Residents' Association Data Privacy Policy please contact our Data Protection Officer, David Gander via the email address [committee@stmatthewsra.org.uk](mailto:committee@stmatthewsra.org.uk)

### Changes to this Data Privacy Notice

This data privacy notice was last updated on 29<sup>th</sup> May 2018.