

## **Hook Heath Residents' Association / Hook Heath Neighbourhood Forum**

### **Privacy and data policy**

#### Introduction

The Management Committees protect the privacy of members and treat all personal information about members with great care. We respect any personal details provided to us and will only use them for the purposes of the organisations and members.

#### What data do we hold?

We hold names, contact details (postal and e-mail), phone numbers and subscription details. We do not hold any financial details about members.

#### How do we use personal data?

We use personal data to:

- provide members with information including updates and newsletters;
- administer subscriptions;
- ensure we are able to contact members on issues of local concern;
- put members in touch with each other where they have common interests;

We will not sell personal details to third parties or share details with others unless required to do so by law. We do not use personal information for marketing purposes.

#### How we keep personal data safe

We ensure there are appropriate technical controls in place to protect personal data which is only held by specific members of the management committees.

#### Keeping information up to date

Members should let us know if any of their personal details listed above change.

#### Rights of members

Members may ask us to stop using their personal data at any time; in that case their membership of the Association and Forum will cease. Members may ask for a copy of the information held on them but may be asked for proof of identity in order for us to respond.

#### Changes to this policy

We may change this policy from time to time. Any changes will be published on the HHRA web-site.

#### Contact

If there are any questions, comments or suggestions about this policy please contact the secretary of the HHRA/HHNF.

25 July 2018