

Data Privacy Notice

Cloverfield and The Willows Residents Association incorporating St. Andrews
(henceforth 'CAWRA')

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

CAWRA is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

CAWRA complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We may use your personal data for the following purposes: -

To enable us to provide a voluntary service for the benefit of CAWRA members and residents in the geographical CAWRA area as specified in our constitution;

To administer membership records and make informative communications with you;

To fundraise and promote the interests of CAWRA;

To assist our volunteers;

To maintain our own accounts and records;

To inform you of news, events, activities, services, meetings and social warnings;

To share your contact details as appropriate, so CAWRA can keep you informed about news and events, activities, services, meetings etc that will be occurring, primarily in the CAWRA area but possibly also in the surrounding areas of Thetford which CAWRA believes that may be of interest or information to you.

4. What is the legal basis for processing your personal data?

Explicit consent of the data subject so that we can keep you informed about news, events, activities, services, meetings, public warning information.

Processing is necessary for carrying out social protection law, or a collective agreement;

Processing is carried out by a not-for-profit body with a non-political, non-philosophical, non-religious aim provided:

the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and there is no disclosure to any third party without your consent.

5. Sharing your personal data.

Your personal data will be treated as strictly confidential. We will only share your data with third parties outside of CAWRA with your expressed consent.

6. How long do we keep your personal data?

We keep data for up to 6 years after the calendar year to which it relates.

7. Your rights and your personal data.

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

The right to request a copy of your personal data which CAWRA holds about you;

The right to request that CAWRA corrects any personal data if it is found to be inaccurate or out of date;

The right to request your personal data is erased where it is no longer necessary for CAWRA to retain such data;

The right to withdraw your consent to the processing at any time;

The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable)

The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;

The right to object to the processing of personal data, (where applicable)

The right to lodge a complaint with the Information Commissioners Office.

8. Further processing.

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details.

To exercise all relevant rights, queries or complaints, in the first instance, please contact the CAWRA Membership Secretary:

email: cawrathetford@gmail.com

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.