

BANSTEAD VILLAGE RESIDENTS ASSOCIATION (BVRA)

PRIVACY POLICY

Banstead Village Residents Association is a not-for-profit organisation made up of members of the public who are residents of Banstead.

THE PERSONAL DATA WE COLLECT

BVRA holds the following personal data:

- Names, addresses, telephone numbers and email addresses of members.
- Names, addresses, telephone numbers and email addresses of road stewards and newsletter distributors.
- Names, addresses, telephone numbers and email addresses of officers/committee members.

THE PURPOSE FOR WHICH WE HOLD YOUR PERSONAL DATA

To enable BVRA to register or renew residents or businesses as members and maintain a membership listing to confirm membership status.

To enable BVRA to function as a representative body and to communicate with members about the work we do. BVRA has a legitimate interest in such communication.

To enable BVRA to distribute its newsletter and other information.

To enable the committee members to function under its rules. Members of the committee need to communicate with one another and members of BVRA need to be able to communicate with the committee.

SENSITIVE PERSONAL DATA

BVRA does not collect or store sensitive personal data.

YOUR PERSONAL DATA AND THIRD PARTIES

We do not pass on, sell or exchange your personal data with third parties. No third parties have access to your personal data. Personal data can only be accessed by officials of the Society with a legitimate interest in accessing that data. BVRA will only use personal data as the law allows us to.

HOW WE STORE YOUR PERSONAL DATA

All personal data is processed securely by BVRA officials according to their specific roles. Personal data is stored on a secure password – protected computer database. Paper records are safely locked away or stored in a locked private home.

RETENTION OF YOUR PERSONAL DATA

We retain personal data as long as required to fulfil the purposes we collected it for. We remove personal data from our records 6 months after membership expiry.

YOUR RIGHTS AND PERSONAL DATA

Should you believe that the personal data BVRA holds about you is incorrect you can request to see it. You can request for it to be corrected and you can request for it not to be processed or to be erased.

Should BVRA receive a request from a member for a right of erasure of data we will remove his/her personal data within fourteen days of receipt of a request to the Membership Secretary. Once a member's personal data is removed from the database he/she will no longer receive newsletters or correspondence from BVRA.

BREACHES OF YOUR RIGHTS AND PERSONAL DATA

A member who believes that his/her data protection rights have been breached by us should contact the Secretary immediately either in writing or via the website. BVRA has a legal obligation to report serious data breaches to the Information Commissioner's Office within seventy two hours of the discovery of a breach.

A member can also make a complaint to the Information Commissioner. However BVRA would appreciate the chance to deal with any such matter and we would request members to contact BVRA before approaching the Commissioner.

LINKS TO THIRD PARTY WEBSITES

BVRA's website contains links to websites of other organisations. BVRA is not responsible for those sites so please read the privacy policy of any website that you visit.

COOKIES

BVRA's website uses cookies. Placing cookies in the browsers of our website visitors enables us to collect information e.g. telling us how many people have visited our site. Visitors to the website have the option to accept or decline cookies. If you click "Accept" you are consenting to the use of cookies by us for tracking website traffic. Tracking is only enabled if you click the "Accept" button. The "Decline" button will simply close the cookie popup.

CHANGES TO OUR PRIVACY POLICY

If we make any changes to our privacy policy, we will inform visitors to our site by posting a new or amended policy here.

Banstead Village Residents Association - November 2022