

## **HRA DATA PROTECTION POLICY**

The HRA Data Protection Policy is designed to protect your personal data held by the HRA. Please ensure you read this Policy carefully

The HRA will take appropriate security measures to ensure that your data is protected and secured in accordance with the relevant data protection laws, including the EU General Data Protection Regulation (GDPR) from 25 May 2018.

### **1. The personal information we collect**

The required personal data of all HRA members comprise the names and titles (if given) of its members; at least one terrestrial address; at least one telephone number; one email address if it exists; and any bank account details (if given). Permission to store the personal data is required from each member.

### **2. What we use your data for**

The personal data is required solely for processing applications to join the HRA, maintaining and renewing membership and for communications with members. It is not used for other purposes. We do not sell members data.

### **3. Sharing information**

3.1. Access to your personal data is restricted to the HRA Chair, HRA Vice-Chair, HRA Secretary, HRA Treasurer, HRA Accountant, HRA Membership Secretary, HRA Email & Website Manager, HRA Webmaster and HRA Facebook operator who maintain storage of the data.

3.2. We do not share any of your data with third parties with the exception of (i) our Street Representatives (who are all members) and solely for the specific purposes of delivering communications from us. We provide only the information they need to perform this specific task and they may only use your data for that purpose. (ii) Where there is a legal requirement to provide it to a government body as part of a Licensing Objection. To be valid, an objection needs to be accompanied by the names and addresses of all the members on behalf of whom the objection is made, in order that the proximity to the establishment in question can be demonstrated. The objection is then made available to the applicant.

3.3. Data will only be given to or shared with other parties with the permission of the member, unless to comply with legal obligations to share data with law enforcement; a court of law; the security services; or where such disclosures are required to protect the safety or security of any persons.

### **4. The publication of members and officers personal data**

4.1. Members and officers personal data will only be included on the website or in a newsletter or other general information communication with the express permission of the member or officer.

4.2. The only data referring to HRA officers published on the HRA website and within other general information communications comprise the name of the HRA officer, their

title, their responsibilities and their photograph subject to the permission of the relevant officers. Additional details are provided only with their express consent.

## 5. Websites and Digital Platforms

5.1. The HRA has a website: *www.highfieldresidents.org.uk*. It also has a Facebook page which members can choose to opt into voluntarily. This requires specific consent. These may contain links to other websites / digital platforms which are provided for your convenience. The HRA is only responsible for the privacy practices and security of its own digital platforms and therefore we recommend you check the privacy and security policies of each and every other website and digital platform that you visit.

5.2. When you interact with our digital platforms, we may also automatically collect your IP address; information as a result of any online enquiry forms you complete; and any social media posts.

## 6. Your rights

Members already have certain rights under existing data protection legislation, including a right to request a copy of the personal information we hold on you, if you request it in writing. GDPR introduces the following additional rights:

- **the right to have your personal information rectified if it is inaccurate or incomplete;**
- **the right to request that we delete or remove your personal information from our systems;**
- **the right to 'block' us from using your personal information or limit the way in which we can use it;**
- **the right to object to our use of your personal data including where we use it.**

One or more of the above may result in us being unable to register or maintain your membership of the HRA.

## 7. The role of the Data Protection Officer

7.1. Notification to the HRA Data Protection Officer of the resignation or retirement of a HRA officer or a request of a member for their data to be removed, rectified or limited (see item 6 above) will place the onus on the HRA Data Protection Officer to ensure the removal or rectification of all the relevant personal data from all databases held by the HRA. If your membership has lapsed, we may retain your personal details on all our databases for historical purposes unless you request that we remove it (see item 6 above).

7.2. The HRA Data Protection Officer is responsible for data protection; for the maintenance and security of the data; and ensuring that it is up-to-date. **All queries and requests must be addressed to them. They can be contacted on email: [highfieldracomms@gmail.com](mailto:highfieldracomms@gmail.com).**

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