

SUTHERLAND GROVE CONSERVATION AREA RESIDENTS' ASSOCIATION

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DATA PRIVACY POLICY

This privacy policy sets out how Sutherland Grove Conservation Area Residents' Association uses and protects any information that you give us.

We are committed to protecting and respecting your privacy. This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. For the purpose of UK-GDPR, we are a 'processor'. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

We may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 1 November 2025.

1 Definitions

1.1 Personal data is information about a person which is identifiable as being about them. It can be stored electronically or on paper, and includes images and audio recordings as well as written information.

1.2 Data privacy is about how we, as an organisation, ensure we protect the rights and privacy of individuals, and comply with the law, when collecting, storing, using, amending, sharing, destroying or deleting personal data.

2 Responsibility

2.1. Overall and final responsibility for data privacy lies with the Sutherland Grove Conservation Area Residents Association (SGCARA) committee, who are responsible for overseeing activities and ensuring this policy is upheld.

2.2. All volunteers are responsible for observing this policy, and related procedures, in all areas of their work for SGCARA.

3 Overall policy statement

3.1. SGCARA needs to keep personal data about its committee, members, volunteers and supporters in order to carry out the association's activities.

3.2. We will collect, store, use, amend, share, destroy or delete personal data only in ways which protect people's privacy and comply with the UK General Data Protection Regulation (GDPR) and other relevant legislation.

3.3. We will only collect, store and use the minimum amount of data that we need for clear purposes, and will not collect, store or use data we do not need.

3.4. We will only collect, store and use data for:

- purposes for which the individual has given explicit consent, or
- purposes that are in SGCARA's legitimate interests, or
- contracts with the individual whose data it is, or
- to comply with legal obligations, or
- to protect someone's life, or
- to perform public tasks.

3.5. We will provide individuals with details of the data we have about them when requested by the relevant individual.

3.6. We will delete data if requested by the relevant individual, unless we need to keep it for legal reasons.

3.7. We will endeavour to keep personal data up-to-date and accurate.

3.8. We will store personal data securely and password protected.

3.9. We will keep clear records of the purposes of collecting and holding specific data, to ensure it is only used for these purposes.

3.10. We will not share personal data with third parties without the explicit consent of the relevant individual, unless legally required to do so.

3.11. We will endeavour not to have data breaches. In the event of a data breach, we will endeavour to rectify the breach by getting any lost or shared data back. We will evaluate our processes and understand how to avoid it happening again. Serious data breaches which may risk someone's personal rights or freedoms will be reported to the Information Commissioner's Office within 72 hours, and to the individual concerned.

3.12. To uphold this policy, we will maintain a set of data privacy procedures for our committee and volunteers to follow.

4 Review

4.1 This policy will be explicitly reviewed (and Minuted) annually at the first committee meeting after the AGM.

SGCARA Data Privacy Procedures

1 Introduction

1.1. The Sutherland Grove Conservation Area Residents Association (SGCARA) has a data privacy policy which is reviewed regularly. In order to help us uphold the policy, we have created the following procedures which outline ways in which we collect, store, use, amend, share, destroy and delete personal data.

1.2. These procedures cover the main, regular ways we collect and use personal data. We may from time to time collect and use data in ways not covered here. In these cases we will ensure our Data Privacy Policy is upheld.

2 General procedures

2.1. Data will be stored securely. Any data that contains personal information that is stored or distributed electronically will be password protected.

When it is stored online in a third party website (e.g. Google Drive) we will ensure the third party complies with the UK GDPR. When it is stored on paper it will be filed carefully in a locked filing cabinet.

2.2. When we no longer need data, or when someone has asked for their data to be deleted, it will be deleted securely. We will ensure that data is permanently deleted from computers, and that paper data is shredded.

2.3. We will keep records of acknowledgement for us to collect, use and store data. These records will be stored securely.

3 Mailing list

3.1. We will maintain a mailing list for email-circulation. This will include the names and contact details of people who wish to receive information & publicity from SGCARA.

3.2 When people sign up to the list we will explain how their details will be used, how they will be stored, and that they may ask to be removed from the list at any time.

3.3. We will not use the mailing list in any way that the individuals on it have not explicitly consented to.

3.4. We will provide information about how to be removed from the list with every mailing.

3.5. We will use mailing list providers who store data within the UK and EU.

4 Contacting volunteers

4.1 Local residents may volunteer to support SGCARA in a number of ways.

4.2 We will maintain lists of contact details of our recent volunteers or those who have taken part in a particular SGCARA activity. We will disseminate volunteering opportunities and requests for help with the people on this list, always BCC.

4.3 When contacting people on this list we will include a note to say that they can contact us to have their name removed from this list if they no longer want to be a volunteer

4.4 To allow volunteers to work together, it is sometimes necessary to share volunteer contact details with other volunteers. We will only do this with explicit consent.

5 Contacting committee members

5.1. The committee need to be in contact with one another in order to run the organisation effectively and ensure its legal obligations are met.

5.2. Committee contact details will be shared among the committee.

5.3. Committee members will not share each other's' contact details with anyone outside of the committee, or use them for anything other than SGCARA business, without explicit consent.

6 Data retention

6.1 We keep current data only as long as the Sutherland Grove Conservation Area Residents Association is active or residents ask for data to be removed.

7 Review

7.1 These procedures will be explicitly reviewed (and Minuted) annually at the first committee meeting after the AGM