



Trebetherick Residents Association Privacy Policy

Our contact details:

Name: Trebetherick Residents Association

Website: <https://trebetherick.org.uk/>

Membership Secretary: m.somers113@gmail.com

The type of personal information we collect:

We currently collect and process the following information about our members:

- Name(s)
- Addresses
- Telephone numbers
- Email addresses

How we get the personal information and why we have it

The personal information we process is provided to us directly by you for our administrative purposes which include:

- Collection of subscriptions
- Sending you our quarterly newsletter by email
- Sending you details of forthcoming events and meetings, such as our AGM

We will ask you to check and update your details on an annual basis. You can update your details at any time by contacting the Membership Secretary.

General data protection regulations

Under the UK General Data Protection Regulation (UK GDPR), the lawful base that we rely upon for processing this information is your consent. You are able to remove your consent at any time and you can do this by contacting the membership secretary.

How we store your personal information

Electronically held data will be held within a password-protected and secure environment.

Any paper forms (e.g. membership forms) are held in a secure filing cabinet.

We do not share your data with any third party, and we will not pass on any of your details to other members or share them without your consent.

We will keep your personal information for the duration of your membership. We will delete your details within a reasonable period if you end your membership unless you wish us to retain them for future use.

Data breaches

We will notify any member potentially affected by a data breach, record why it happened, and what steps have been taken to avoid it happening again. Any serious breach will be reported to the ICO.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact the membership secretary if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us via the membership secretary.

You can also complain to the ICO if you are unhappy with how we have used your data:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113ICO website: <https://www.ico.org.uk>

Date of Publication: February 2024