



## Privacy Policy/Data Protection

Members' personal information will be held and used in accordance with the Data Protection Act of 1998. The type of information we collect is:

- Name
- Address
- Phone numbers
- Email address

These personal details will be processed in accordance with the rights of data subjects under the Act, and processed fairly and lawfully, and for limited purposes. Any member is at liberty to withhold any personal information they wish (e.g. telephone numbers) from the PL24 Community Association

- only **officers** of the committee may collect the information
- The information is needed for the purpose of communicating and sending updates from the PL24 Community Association
- Information will be collected by consent, and will be stored securely
- The details will be kept as long as the person is a member of the PL24 Community Association or until such time as they wish to remove the information from our data
- When it is no longer needed hard copies will be disposed of by shredding
- Copies in the computer data base will be removed.

We are committed to ensuring that personal information is secure, and we have put in place procedures to safeguard such information.

We will not share or distribute personal information to third parties unless we have permission or are required to by law.

Chairman's signature: *Gill Butler*

Adopted: 08.02.2011

Reviewed and amended: April 2016

Vice Chair: Tony Nethercott.