

# SPRA Privacy policy

This Privacy Policy explains how the St Peter's Residents' Association obtains, uses and discloses your personal data.

SPRA is a voluntary organisation run by local residents. Our aim is to maintain, protect and enhance the quality of life in the St Peter's area. SPRA is inclusive and everyone is welcome. We organise theatre, family gardening days, and seasonal parties to bring the community together. We send out regular news updates to members, and co-ordinate community responses to planning, filming and other initiatives that impact local life.

## 1 The personal data we collect

We may collect the following personal data:

**Your contact details** – first and last names of yourself and other members of your household (if applicable), address, email address(es), telephone number(s), mobile phone number(s). We obtain this information directly from you, when you complete the membership and standing order form.

**Your preferences** - whether or not you want to receive electronic and/or paper communications from us (in the form of periodic emails and printed newsletters).

## 2 How we may use your personal data

We may use your personal data for:

**sending newsletters and other information by email** – to alert you of issues or events in the local area.

**delivering paper newsletters and other information to your door** – to alert you of issues or events in the local area.

## 3 Disclosures of your personal data

All personal data (including email addresses) will be held securely by the SPRA communications manager, and by the SPRA chairperson.

The SPRA communications manager or the SPRA chairperson may grant access to your personal data to members of the SPRA Committee and relevant SPRA Street Representatives.

We will not disclose your membership of SPRA or any of your personal data to any other 3<sup>rd</sup> parties without your express consent unless we are required to do so by law.

## 4 How long we keep your personal data

We will keep your personal data for as long as you remain a member and for up to three years thereafter during which we will attempt to contact you to renew your membership. When you inform us that you wish to cease to be a member, your personal data will be deleted from our systems unless you specifically request that it is retained.

## 5 Legal basis for processing

The St Peter's Residents' Association is the controller of your personal data and responsible for complying with applicable data protection laws.

Where we collect and use your personal data for the purposes described above, and we do so on the legal basis that you have consented to this use.

## 6 Marketing

We will not disclose your membership of SPRA or any of your personal data to any 3<sup>rd</sup> parties without your specific consent and your data will not be used for marketing purposes.

## 7 Your rights

You have the right to:

**access your personal data** – you have the right to receive a copy of the personal data that we hold about you. Any such request should be made in writing and accompanied by proof of address.

**rectification** – if you think there are inaccuracies in your personal data that we hold, you can ask us to make corrections.

**erasure** – where we cannot legally hold your personal data you may ask us to delete it. **complain to the Data Commissioner's Office** – you can find out how to do this at

[www.ico.org.uk](http://www.ico.org.uk)

## 8 Security

Personal data on our systems are only accessible by those individuals above. The data is stored on password protected personal computers, and fully encrypted backup servers.

We will only use third party service providers if we are satisfied that their security provisions for your personal data is at least as protective as the security we use ourselves.

## 9 Changes to this Privacy Policy

Privacy laws and practice are constantly developing and so this Privacy Policy is under regular review. We may update the SPRA Privacy Policy at certain times, but we will ensure that the SPRA website has our most up to date Privacy Policy.

## 10 General Data Protection Regulation (GDPR)

We have responsibilities under GDPR regulations. As such, we need to inform you about the ways in which we use your data and the lawful basis for processing it. In section 1 we have set out the data we may hold. These are some examples of how we use your data:

**your name and email address** - may be used to send newsletter emails and periodic alerts about issues or events in the area.

**your address** - may be used to deliver printed materials (including newsletters) about issues or events in the area.

Where we may use a 3rd party provider to store data on our behalf we ensure they adhere to the same privacy regulations and security measures as we do.

## 15. Contact us

Contact the SPRA communications manager at: [contact@spraweb.com](mailto:contact@spraweb.com)

Updated January 2021