**Re. General Data Protection Regulation** (**GDPR**)

**Westbury Park Community Association Statement on Personal Data**

**Personal Data held by the Community Association**

Personal data relates to a living individual who can be identified from that data. The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”). The Community Association holds personal data in the form of the names, postal addresses, phone numbers and email addresses of its members.

**Storing Personal Data**

Westbury Park Community Association complies with its obligations under the “GDPR” by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

**Why is this Personal Data held?**

(i) To keep Community Association members informed of events, activities and issues, and of the governance and management of the Community Association.

(ii) To occasionally request financial donations to support the activities of the Community Association.

(iii) To administer membership records.

**Where and How is the Information Stored ?**

The information is held electronically as a contacts list on the Community Association’s Google Gmail site.

**Who can view the information?**

The Community Association Chair and Secretary are responsible for circulating emails and newsletters to members and are the only persons permitted and able to access the contacts information.

**Is Information shared with any other party?**

No, the personal data is strictly confidential and is not shared with any other party.

**Personal Data Rights**

Persons whose data is held by the Community Association have the following rights with respect to their personal data: -

(i) The right to request a copy of their personal data which the Community Association holds;

(ii) The right to request that the Community Association corrects any personal data if it is found to be inaccurate or out of date;

(iii) The right to request that personal data is erased where it is no longer necessary for the Community Association to retain such data;

(iv) The right to withdraw consent to personal data being held at any time:

(v) The right to lodge a complaint with the Information Commissioners Office.

**Contact Details**

To exercise all relevant rights, queries of complaints, etc. please in the first instance contact the Community Association at [westburyparkca@gmail.com](mailto:westburyparkca@gmail.com)

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***KC / WPCA Tuesday, 3rd May 2018***