

GDPR Policy for The Orchard (Banstead) Residents Association Members

1. Introduction

The General Data Protection Regulation (GDPR) governs the collection, storage, and processing of personal data. As a residents association, we are committed to safeguarding your personal information and ensuring your rights are upheld.

2. Data Controller

The data controller for the residents association is The Orchard (Banstead) Residents Association located at The Orchard, BANSTEAD, SM7 2BP.

You can contact us at theorchardbansteadra@gmail.com

3. Purpose of Data Collection

We collect personal data to:

- Manage membership records.
- Communicate about meetings, events, and association matters.
- Comply with legal obligations.
- Enhance community engagement.

4. Types of Personal Data Collected

We may collect the following personal data:

- Full name.
- Address.
- Email address.
- Phone number.
- Membership status and history.

5. Lawful Basis for Processing

We process your personal data based on:

- Your consent.
- Contractual necessity (membership agreement).
- Legal obligations.

6. Data Retention

Personal data will be retained for as long as necessary to fulfil the purposes outlined above or as required by law. Upon termination of membership, data will be securely deleted or anonymised .

7. Data Security

We implement appropriate technical and organisational measures to protect your personal data from unauthorised access, disclosure, alteration, and destruction.

8. Your Rights

You have the right to:

- Access your personal data.
- Rectify inaccuracies.
- Erase your data (right to be forgotten).
- Restrict processing.
- Object to processing.
- Data portability.
- Withdraw consent at any time.

To exercise these rights, please contact us at theorchardbansteadra@gmail.com

9. Data Sharing

Your personal data will not be shared with third parties without your explicit consent, except where required by law or to fulfil contractual obligations.

10. Complaints

If you believe your data protection rights have been violated, you have the right to lodge a complaint with the Information Commissioner's Office (ICO) at ICO Contact helpline 0303 123 1113.