MAIDENCOMBE RESIDENTS’ ASSOCIATION POLICY

**General Data Protection Requirements**

Maidencombe Residents Association (MRA) collects the following information from members:

Name

Address

Telephone Number

Email address

This information is used to communicate with the membership. It must not be disclosed to other organizations, nor to individuals not stated below.

The information will not be shared with other members, except that if a member (A) requests details for another member (B), then B may be advised that A has requested their information and, if B agrees the information may be provided to A.

The information is managed by the Treasurer on an Excel Workbook which is kept on his/her personal computer. The Workbook is communicated to the Secretary, who keeps a copy on his/her personal computer. The Chairman and Vice-Chairman may also receive this information. The above mentioned Officers are responsible for the safekeeping of the information on their personal computers.

Email addresses are also held on the MRA email account, which is used for communication with members on a routine basis. Normal practice for broadcast emails to the membership is to place the addresses in the Bcc location, so that they will not be visible to all recipients. The Chairman, Vice-Chairman, Secretary, and Treasurer have the passwords to allow them access to the MRA email. Emails sent to the MRA email address are automatically forwarded to the personal email addresses of the Chairman, Vice-Chairman, Secretary, and Treasurer.

Members may request to see the data that the MRA holds about them at any time, and request that their data be updated or removed at any time. The data will be deleted when a member leaves the MRA.

Members give their consent to the MRA holding their information via the Membership application form (Appendix 1) or the Consent form (Appendix 2)

When an Officer stands down he/she shall delete all membership details held on his/her personal computer, and confirm such to the Treasurer.

When there is a change of Officer then the access passwords for the MRA email shall be changed.

Appendix 1: Membership Application Form

**The Treasurer, Maidencombe Residents’ Association**

**Oakdene, Sladnor Park Road**

**Maidencombe**

**Torquay**

**TQ1 4TF**

I/We\* wish to join/renew membership of\* the Maidencombe Residents’ Association (MRA), and enclose payment of £10. Cheques should be made payable to Maidencombe Residents’ Association.

Name(s): ... ...................................................................................................................................

 .......................................................................................................................................

Address: .......................................................................................................................................

 ........................................................................................................................................

 ........................................................................................................................................

Phone: ............................................................

Email (s): ........................................................................................................................................

 ........................................................................................................................................

\*Delete as appropriate

If you wish to pay by online banking, please email info@themra.co.uk for details.

## General Data Protection Regulations

The above information is managed by the Treasurer on an Excel Workbook which is kept on his/her personal computer. The Workbook is communicated to the Secretary, who keeps a copy on his/her personal computer.

Email addresses are also held on the MRA email account, which is used for communication with members on a routine basis. Normal practice for broadcast emails to the membership is to place the addresses in the Bcc location, so that they will not be visible to all recipients. The Chairman, Vice-Chairman, Secretary, and Treasurer have the passwords to allow them access to the MRA email. Emails sent to the MRA email address are automatically forwarded to the personal email addresses of the Chairman, Vice-Chairman, Secretary, and Treasurer.

Members’ details are not communicated externally, or shared with any other organization.

Members may request to see the data that we hold about them at any time, and request that their data be removed at any time.

I/we\* agree to the MRA holding the above information relating to me/us\*, and for me/us\* to receive emails, telephone calls and letters from the MRA.

Signature(s) ……………………………… ………………………………………………

Date: ………………………………………

Appendix 2: MRA GDPR Consent form

**Maidencombe Residents’ Association**

**General Data Protection Regulation**

Maidencombe Residents Association (MRA) collects the following information from members:

Name

Address

Telephone Number

Email address

This information is used to communicate with the membership.

The information is managed by the Treasurer on an Excel Workbook which is kept on his/her personal computer. The Workbook is communicated to the Secretary, who keeps a copy on his/her personal computer.

Email addresses are also held on the MRA email account, which is used for communication with members on a routine basis. Normal practice for broadcast emails to the membership is to place the addresses in the Bcc location, so that they will not be visible to all recipients. The Chairman, Vice-Chairman, Secretary, and Treasurer have the passwords to allow them access to the MRA email. Emails sent to the MRA email address are automatically forwarded to the personal email addresses of the Chairman, Vice-Chairman, Secretary, and Treasurer.

Members’ details are not communicated externally, or shared with any other organization.

Members may request to see the data that the MRA holds about them at any time, and request that their data be removed at any time. The data will be deleted when a member leaves the MRA.

**Consent form**

I/We (*insert name(s)* …………………………………………………………………………

 ………………………………………………………………………….

Of (*insert address)*

 *…………………………………………………………………………….*

 *……………………………………………………………………………..*

Agree to the MRA holding the above information relating to me/us, and for me/us to receive emails, telephone calls and letters from the MRA.

Signature(s) ……………………………… ………………………………………………

Date: ………………………………………

Please send completed form by email to info@themra.co.uk, or mail to:

The Treasurer, Maidencombe Residents’ Association

Oakdene, Sladnor Park Road, Maidencombe, Torquay, TQ1 4TF