

STONELEIGH AND AURIOL NEIGHBOURHOOD FORUM



Data Protection and Privacy Policy

In carrying out its role as the group responsible for creating **the Stoneleigh and Auriol Neighbourhood Plan (SANP)**, the **Stoneleigh and Auriol Neighbourhood Forum (SANF)** will be holding data electronically. It may also process some of this data to provide evidence in support of the SANP.

For these reasons the SANF is subject to the General Data Protection Regulations (GDPR), particularly in respect of any personal data it holds.

This document describes the data that the SANF will hold, what it will do with the data, who has access to the data and in what form, and what you can ask us to do with any data that relates to you.

DATA WE COLLECTION ABOUT YOU

Name,
Email Address
Address (to verify you live or work in the SANP area),
Telephone Number
Mailing preferences,
Details of any meeting you have attended.

DATA USE

1. **General**

The primary personal data that we store and use are email addresses to enable us to contact anyone who may wish to comment or contribute in the making of the SANP. The SANP is a community plan and so community engagement is central to the task of making it. The SANF will keep a list of email addresses that may also have associated names linked to them. We will also store postal addresses, if provided, and these will be used if we want to contact people in a specific geographic area. For example, to notify them of a development in their neighbourhood.

2. **Meetings**

We will keep a record of meetings attendance. Sign-in sheets will be scanned and securely stored on Google Drive.

STONELEIGH AND AURIOL NEIGHBOURHOOD FORUM



3. Committee members

It may be convenient for committee member and working groups within the committee to communicate via WhatsApp. Permission will always be obtained before adding a committee member to a WhatsApp group. It should be noted that telephone numbers would be visible to other members of the WhatsApp group.

All group emails sent by SANF are sent 'blind' by default. However, email communication between Committee members may be sent with all participating addressees shown if all parties opt to do so.

4. Signatories

Details (name, address and capacity in which they joined the forum) will be passed on to Epsom and Ewell Borough Council as part of the application process.

EMAILS

All emails will be handled by the Communications Officer (CO). Only the CO and Chair will have access to the SANF account through which all email correspondence from the SANF will take place. Group emails/newsletters will be sent using Mailchimp (a secure email platform).

If you contact us by email we will reply (if required) and this and any subsequent emails will remain within the email filing system however, if the content of the email requires further discussion by the SANF then the content will be anonymised before being passed on for discussion.

If you no longer wish to receive emails from SANF, you will find an 'unsubscribe' option at the end of each email we send you. Alternatively, you can email stoneleighauriol.nf@gmail.com and ask to be removed from our mailing list.

YOUR COMMENTS

All comments made to the SANF will have all personal details removed before being put into any public forum or being processed by the SANF or its consultants. Paper notes on which comments are written will be kept as evidence until the SANF has been made (although they would normally contain no personal data or identifiers). Comments made by email will be retained in the email filing system in their original form as evidence.

SURVEYS

We may, from time to time, undertake surveys to gauge the age range, ethnicity of our members to ensure that we have a diverse membership. The data collected from these surveys will be anonymised and only the aggregate data will be retained

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OTHER DATA STORAGE

We may store documents which we or our consultants have written together with other documents relevant to the task on a secure Google Drive system only accessible by SANF committee members. The vast majority of these documents contain no personal data, and most are available elsewhere in the public domain. Some of these will be made available to the public through the SANF website (yet to be created).

END OF PROCESS

The SANF will only hold data as long as it is required for the running of the organisation. Any data no longer required will be safely destroyed.

If you have any queries about this policy, please contact us at stoneleighauriol.nf@gmail.com