

Woodvale Estate Tenants and Residents Association

GDPR Privacy Notice

Revision: P01

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Address:

Woodvale Estate

London

SE27

Woodvale.estate.tra@gmail.com

1. Introduction

This Privacy Notice explains how the Woodvale Estate Tenants and Residents Association (TRA) collects, uses, and protects your personal data. We are committed to safeguarding your privacy and ensuring that your personal information is handled responsibly and in compliance with GDPR.

2. Controller

The TRA is the data controller responsible for the processing of your personal data. Contact Information. If you have any questions or concerns regarding the processing of your personal data, please contact us at:

Woodvale Estate TRA

Woodvale.Estate.TRA@gmail.com

3. Categories of Personal Data

We may collect and process the following categories of personal data:

- Name
- Address
- Contact Information (phone number, email address)
- Membership Information
- Meeting Attendance Records

- Correspondence Records

4. Purposes of Processing

We process your personal data for the following purposes:

- Managing Membership and Communications
- Organising Meetings and Events
- Record-keeping and Reporting

5. Legal Basis for Processing

We process your personal data on the following legal bases:

- Consent (where applicable)

6. Recipients of Personal Data

We may share your personal data with:

- Other Members of the TRA only (where necessary for organisational purposes)

7. International Transfers

We do not transfer your personal data.

8. Data Retention

We will retain your personal data only for as long as necessary to fulfil the purposes for which it was collected.

9. Your Rights

You have the following rights with respect to your personal data:

- Right to Access
- Right to Rectification
- Right to Erasure
- Right to Restrict Processing
- Right to Data Portability

- Right to Object
- Rights in Relation to Automated Decision Making and Profiling

10. Complaints

If you believe that your rights regarding your personal data have been violated, you have the right to lodge a complaint with the supervisory authority.

11. Procedure for Data Breach

In the event of a data breach, the Tenants and Residents Association (TRA) is committed to taking immediate action to mitigate any potential harm and comply with relevant legal obligations. A data breach is defined as any accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.

11.2 Detection and Identification

- Any suspected or confirmed data breach must be reported immediately to the TRA.
- The TRA will promptly initiate an internal investigation to determine the scope and nature of the breach.

11.3. Containment and Mitigation

- The TRA will take immediate steps to contain the breach and prevent further unauthorised access or disclosure of personal data.
- Any affected individuals will be notified promptly, particularly if there is a high risk to their rights and freedoms.

11.4. Assessment and Notification

- The TRA will assess the severity of the breach and determine whether it needs to be reported to the relevant supervisory authority within the required time frame.
- If required, the supervisory authority will be notified of the breach, providing all necessary details as stipulated by law.

11.5. Communication and Documentation

- The TRA will maintain accurate records of the data breach, including the nature of the breach, its effects, and the corrective actions taken.

- Communication with affected individuals will be clear and transparent, outlining the nature of the breach, the potential consequences, and the measures taken to rectify the situation.

11.6. Remediation and Review

- The TRA will take all necessary steps to rectify the breach, prevent similar incidents from occurring in the future, and implement additional security measures as required.
- A post-incident review will be conducted to identify any lessons learned and to enhance the TRA's data protection practices.

11.7. Reporting to Authorities

- If the data breach is likely to result in a high risk to the rights and freedoms of individuals, it will be reported to the relevant supervisory authority within 7 working days.

11.8. Communication with Affected Individuals

- Affected individuals will be notified of the breach without undue delay if the breach is likely to result in a high risk to their rights and freedoms.

12. Updates to this Privacy Notice

We may update this Privacy Notice from time to time. The latest version will be available on our website.

Kit Smithson, Chair
Woodvale Estate Tenants and Residents Association
09.09.2023