

BRA is responding to impending legislation regarding information and communications. The protocol below explains our policy and is posted on our website in the Membership Section. **You need take no action provided you are content to continue receiving communications from BRA**, but we need to give you the option to stop them.

### **DATA PROTECTION PROTOCOL**

As a result of the General Data Protection Regulation (GDPR), which comes into force on the 25 May 2018, this Association has undertaken a review of its procedures relating to the use of its members' data.

In considering the requirements of this legislation as it applies to this Association we have followed advice given by the European Commission Office and the guidelines issued by the Information Commissioners' Office (ICO).

We have come to the conclusion that we can rely on legitimate interest, as defined in the legislation, as a lawful basis for processing the data which we hold.

This Association exists for the purpose of representing the interests of the residents of Backwell and in keeping them informed on issues relating to the village. At the time of writing we have 380 households who have paid a membership subscription for the current year and the majority of these have provided us with an e-mail address in order that we can quickly disseminate information to them.

We, therefore, conclude that we are not required to seek their further express consent to use this data for the purpose stated above.

Information held: Name, address, e-mail address and telephone number

Held by: Membership Secretary, Treasurer, Asst. Treasurer and Communications Manager

Used for: Communicating information relating to local issues

Confidentiality: The data is held on the personal computers of the Officers listed above, with paper records being held by the Membership Secretary, and will never be shared with any other organisation or business or used for any marketing activities. An individual member's data will not be disclosed to other members outside of the Management Committee of Backwell Residents' Association.

Retention of Information: We propose to hold members' data electronically for a period of three years from the end of the last year for which a subscription has been paid. Paper records will be destroyed one year after the end of the year to which they relate.

Access to Information: Any member has -

1. A right of access to a copy of their information held.
2. A right at any time to have personal data amended or deleted.

This protocol will be posted on the Association's web site and an electronic copy will be sent to those members whose e-mail address we hold. A paper copy will be delivered to all others.

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