

## DATA PROTECTION INFORMATION

### Data Protection

Holme Chase Residents Society is subject to the provisions of the Data Protection Act.

These regulations were extended on 25 May 2018.

By becoming a member you are consenting to the use of your personal data information unless you advise us otherwise.

ICO registration no: ZB867516

### Information Storage, Security, and Access

Share certificates containing resident owners names and addresses will be held as a paper record.

Members names, addresses, phone numbers and email details are collected and stored using a database (GoogleDocs) which is password protected. Only HCRS Specified Committee members have access to this data - normally only the Chair, Secretary and Treasurer

All Committee members having access to the database are required to:-

- a) Ensure an adequate anti-virus system is installed on their computer
- b) Ensure that access to the computer is controlled by password (i.e: user accounts are setup)
- c) Ensure that no documents containing personal information of residents are downloaded or stored locally on their personal computers.

On request to sign up to the HCRS website your details are kept on the database server at Fasthosts. Data is Stored in the UK. Residents can request that their personal data be erased at any point but access to the website will no longer be possible.

CCTV on site is not regularly monitored and all data is stored locally for a maximum of 14 days. Access is limited to officers of the committee. Footage is only reviewed in the event of an incident. A user ID and password is required for access to this footage which is held by the Chairman, Treasurer and committee member responsible for structures only.

### Committee's use of personal data

- To communicate directly with members about HCRS activities/updates.
- To collect member payments.
- To maintain an accurate list of members
- CCTV used to assist residents with any prosecution of criminal activities or insurance claims upon residents notification / request.

## **Members' rights**

- Can request to see the information held on them on GoogleDocs and Fasthost or can ask to see the information held on them.
- Can request amendment to information held.
- For anyone giving up their membership, their personal information will be deleted from the database following transfer of the share certificate.
- Names are kept within the hard copy ledgers held by the Secretary for archive records only.

## **Breaches of Privacy**

For any perceived breach of privacy the member should inform the Secretary who will bring it to the attention of the Committee. Following review by the Committee the member will be advised of any action deemed necessary.