

SW KETTERING (HEADLANDS COMMUNITY) NEIGHBOURHOOD FORUM

DATA PRIVACY POLICY

Personal data relates to a living individual who can be identified from it (the ‘data subject’.) The processing of personal data (including use) is governed by the General Data Protection Regulation (“GDPR”) which will shortly be incorporated in a new Data Protection Act.

The Neighbourhood Forum has a lawful basis for keeping and using the personal data of its members and contacts, as they have shown their consent by the affirmative action of joining or contacting the Neighbourhood Forum and there is a contractual relationship. Holding the personal data of non-members on a mailing list serves the legitimate interests of the Neighbourhood Forum in publicising its activities and seeking new members.

The Neighbourhood Forum will therefore continue to hold and use the personal data of all individuals on its mailing list, unless they indicate a wish to be removed from it. It will also hold the personal data of individuals who apply for membership or agree to be on the mailing list in future or provide personal data to affirm their identity.

Personal data of individuals is used -

- to administer membership records;
- to maintain financial records;
- to inform people of events and activities of the Neighbourhood Forum and news of related activities in the Headlands Area of Kettering;
- generally to promote the interests of the Neighbourhood Forum.

The Neighbourhood Forum complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure; and by ensuring that appropriate technical measures are in place to protect personal data.

All personal data will be treated as strictly confidential and will only be used by the Neighbourhood Forum in order to carry out purposes connected with its activities. It will not be shared with third parties; it will not be sold, and it will not be used for marketing.

Membership, contact and mailing list data will be retained while it is still current; financial records will be retained for 6 years after the transaction they relate to.

If the Neighbourhood Forum wishes to use personal data for a purpose not covered by this Data Privacy Policy, a new notice will be issued explaining the use, setting out the purpose and processing conditions and seeking the data subject’s consent.

Data subjects have the right -

- to request a copy of any personal data which the Neighbourhood Forum holds about them;
- to request the Neighbourhood Forum to correct any personal data that is inaccurate or out of date;
- to request that personal data be erased if it is no longer necessary for the Neighbourhood Forum to retain it;

- to withdraw consent to the processing at any time;
- to request the data controller to provide them with their personal data and, if they wish, send it to another data controller;
- if there is a dispute about the accuracy or processing of personal data, to request a restriction be placed on further processing;
- to object to the processing of personal data;
- to lodge a complaint with the Information Commissioner's Office; see the website at www.ico.org.uk.

The Data Controller is the Secretary of the Neighbourhood Forum.

This policy will be reviewed every 3 years.

Adopted 20 November 2019

..... H Frankland Chair

..... PK Marchand Secretary

