



## **KINGS LANGLEY & DISTRICT RESIDENTS ASSOCIATION**

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### **DATA PROTECTION POLICY**

**This policy is intended to set out the principles and procedures that the Kings Langley & District Residents Association will undertake to protect the personal data of members in order to comply with the General Data Protection Regulation 2018.**

**The Association will only contact members via methods the member has agreed to.**

### **PRINCIPLES**

- **We will ensure that all personal data is collected with the consent of the member.**
- **We will ensure that all data is stored securely both in hard and encrypted soft formats where applicable.**
- **The data will be used to record and maintain membership; note fees and donations made (not amounts); keep members up to date with current issues.**
- **A separate, encrypted, record of offers of help and distribution volunteers will be kept.**
- **Following a members wish to leave the Association, or who can no longer volunteer help, their data will be destroyed and data deleted.**
- **We will ensure that access to data is restricted to authorised users only**
- **We will ensure that no data will be given, sold or distributed to any third party.**
- **We will ensure that all paper registration forms will be kept securely.**

- **We will ensure that the database will be stored safely and encrypted.**
- **If this Association ceases to operate, we will ensure that all documentation and data will be destroyed and deleted.**