

# Data Protection Policy and Practice

**Agreed by the Great Langborough Residents' Association Committee on:  
15 May 2018** **Next review due: May 2019**

## Background

The Aims of the Association are: -

- a) To be a voice on behalf of the local population on local issues.
- b) To offer an open forum on a regular basis for local residents to air their concerns about the area.
- c) To collect and publicise information for the benefit of local residents and appropriate governing bodies.
- d) The Association is not party political.

## Policy

The only reason the Association collects personal data (as defined in UK Data Protection Law) is to enable it to achieve its Aims.

## Practice

### Statement to members, prospective members and individual contacts

The only data we hold about you if you are a member, attend one of our meetings or contact us for any reason is:

- Your name, address, telephone number(s) and, if provided, your email address
- Copies of correspondence between you and Committee members
- Your statements or questions in minutes of Association meetings or notes of telephone calls to us
- We use your contact data to send you information about:
  - Annual and Special General Meetings [as per our Constitution]
  - Events organised by the Association
  - Events organised by other organisations in or concerned with the town of Wokingham or the neighbouring area that, in the opinion of the Officers, will enable further understanding of issues affecting local residents
  - News about Wokingham and its locality that we believe may be of interest
  - Meetings that Committee members have with other organisations or individuals

If you cease to be a member or inform us that you do not wish to be contacted, the only information we will hold about you is that required by law.

## Other personal data

We do not systematically hold personal data about others. Any non-member's or contact's personal data will be held by the relevant Committee Member only for so long as it is needed to administer the Association or to pursue its Aims.

## Systems

Data is held on systems in compliance with UK data protection laws.

## Data Protection Contact

Any member or other individual who wishes to know what information we hold on him or her should contact the GLRA Secretary at [secretary@glra.org.uk](mailto:secretary@glra.org.uk)