

Belsize Residents Association

DATA PROTECTION POLICY

What data do we hold?

When you join the BRA we record the information you give us. This always includes your name and your address and postcode. It may also include your telephone numbers and email address.

We also record the date on which your subscription is paid each year. We retain information on subscription payments for three years. We do not ever record or hold any information about any bank accounts.

We hold the names and contact details of the tradesmen recommended by members for inclusion in our *Tradesmen You Can Trust* booklet.

When do we delete your information?

If you let us know that you are resigning from the BRA we delete the information we hold about you.

If you do not pay your subscription we remove your information from our main database but retain it for up to three years in case you later decide to rejoin and pay your subscription.

What do we use your data for/how do we process it?

We use the data we hold

- for addressing newsletters and other communications, invitations etc. sent through the post or by email.
- via a third-party application, to which we communicate only your name and your email, to send out general email communications.
- for checking your membership for admission to “members only events”.
- for compiling *Tradesmen You Can Trust* and checking the membership of people submitting recommendations for it.

Who can access your data?

Our membership data is available to the Membership Secretary, the Treasurer, the Chair and the Editor of *Tradesmen You Can Trust*. Data may also be made available to other committee members organising specific events, or to lead volunteers*. It is never made available to any individual (other than committee members and lead volunteers) or to outside organisations.

**Lead volunteers organise distribution of BRA publications and catering for BRA events.*

If another person asks to be put in contact with you, we will not confirm or deny whether you are a member of the BRA. We will say to them that, if you are a member, we will contact you to invite you to contact the enquirer.

Information about the data we hold on you.

You may ask to see a copy of any information which we hold about you. We will delete any information you ask to have removed, but membership of the BRA is not practicable if we do not hold your name, address and subscription record.