

# Privacy Notice

## 1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR).

## 2. Who are we?

Charlton Central Neighbourhood Watch (CCNWatch) is the data controller (contact details below). We are a community organisation whose mission is to make this a safer and friendlier neighbourhood to live in. Any personal data that we collect will only be used in relation to this work and our relationship with supporters.

## 3. How do we process your personal data?

CCNW 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.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of local residents and members in an area as is specific to the work of the Watch.
- To administer our membership records, to send membership information and to review on an agreed basis.
- To promote the work of the Watch, including liaising with other local groups such as Charlton Central Residents' Association and the local Safer Neighbourhood Team.
- To inform members of local news, events and activities relevant to the work of the Watch that they may wish to join.

## 4. What is the legal basis for processing your personal data?

- Consent of the data subject so that we can keep you informed about news, events, and activities.
- Processing is carried out by CCNWatch (a not-for-profit body) provided:
  - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
  - there is no disclosure to a third party without consent.

## 5. Sharing your personal data

Your personal data will be treated as strictly confidential. We will only share your data with third parties outside of the organisation where there is a legitimate safety reason to do so or when we have your explicit consent.

## 6. How do we protect personal data?

We implement appropriate technical and organisational security measures to protect your information and keep it confidential through secure storage, encryption and firewalls.

## **7. How long do we keep your personal data?**

We keep data mindful of the guidance set out in the CCRA Data Retention Policy. Specifically, we retain our membership database while it is still current and will ask for your consent every 5 years to hold this data.

## **8. Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which CCNWatch, holds about you;
- The right to request that CCNWatch corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for CCNWatch to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data,
- The right to lodge a complaint with the Information Commissioners Office (ICO).

You also have a right to express the way you would like us to contact you i.e., by post or email.

## **9. Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact the Co-ordinators of the CCNWatch at [mail@ccnwatch.org](mailto:mail@ccnwatch.org)

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Agreed CCNWatch Co-ordinators : July 2018

To be reviewed: July 2023