

BRACONDALE RESIDENTS' ASSOCIATION

Privacy Policy

About this policy

This policy describes who we are and how we use your personal data that you have provided as part of your membership application, renewal, via email, use of our website or other engagement in Association activities. We have provided this policy to ensure that you understand what personal data we may collect and hold about you, what we may use it for and how we keep it safe. You have legal rights to access the personal data that we hold about you and to control how we use it which are also explained below.

You can read, print and save this whole policy or click on the links below to see specific information. If you are reading this electronically the section headings below will help you find specific information that you may be looking for more easily, you should be able to click on a sub-heading to see information on that topic.

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Who we are and how you can contact us

We are The Bracondale Residents' Association, a not-for-profit organisation.

You can email us at: bracondaleresidentsassociation@gmail.com

You can also look on our website at:

www.bracondaleresidentsassociation.org.uk

Please refer to the sections on: [Your rights to know what personal data we hold and to control how we use it](#) and [How to make a complaint](#) for further information.

Our membership secretary is responsible for the handling of personal data. You can contact the membership secretary as described above.

What personal data we collect about you

We collect:

- **personal data that you provide to us.** There are lots of ways in which you may share your personal data with us, for example, you may apply for or renew membership, register on our website, or post on one of its discussion groups. You may also contact us about some local issue or attend one of our events. The personal data that you provide to us may include your name, address, e-mail address(s) and phone number(s). It may also include records of payments that we have received from you for membership and events. If you attend one of our events you may be included in photographs of that event.
- **personal data that we receive from third parties.** The only third parties we work with are our email service provider and our website service provider. If you have associated publicly visible information with your email address, then that may be visible to us through your email provider. If you register to use the private areas of our website, then the name and email address that you register will be visible to us.
- **personal data about your use of our website.** We cannot, in general, identify who is using our website. Some technical information is recorded for each access including, details such as your browser type, version, operating system and platform. Your IP address is not recorded.

What we use your personal data for

We use your personal data in the following ways:

- **personal data that you provide to us** is used to:
 - contact you to inform you of the activities of the Association
 - contact you to inform you of local issues or events that we think you should know about.
 - manage and administer the Association
- **personal data that we receive from third parties** may be combined with the personal data that you provide to us and used for the purposes described above.
- **personal data about your use of our website** is used to:
 - administer our website and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes
 - to improve our website to ensure that content is presented in the most effective manner for you and for your computer or mobile device
 - to allow you to participate in interactive features of our service, when you choose to do so
 - as part of our efforts to keep our site safe and secure

We do not make use of any automated decision making or profiling nor are we involved with any marketing. Your data is used only to administer of the Association, to communicate its activities and to maintain an archive of the activities of the Association.

Cookies

Our website is provided by [Voice](#) who use cookies to distinguish you from other Voice users. This helps us to provide you with a good experience when you browse our website and allows us to improve our website. For detailed information on the cookies we use and the purposes for which we use them see the [Voice Cookie Policy](#).

Personal data you are legally obliged to provide

You are not under a legal obligation to provide us with any of your personal data but please note that if you do not provide us with an email address we may be unable to keep you informed of some, or all, of our activities.

Your rights to know what personal data we hold and to control how we use it

You have a legal right to know what personal data we hold about you - this is called the right of subject access. You can exercise this right by sending us a written request at any time. Please mark your letter "**Subject Access Request**" and send it to us as described in the

contact section above. We are entitled ask you to pay a £10 fee before we respond to your request.

You also have rights to:

- prevent your personal data being used for marketing purposes (see [How we use your personal data for marketing](#) for further details)
- have inaccurate personal data corrected, blocked or erased
- require that we delete your personal data
- require that we provide you, or anyone that you nominate, with a copy of any personal data you have given us in a structured electronic form such as a CSV file

You can find full details of your personal data rights on the Information Commissioner's Office website at www.ico.org.uk.

When we will share your personal data with others

We share your data with the following people in the day to day running of the Association:

- We provide your name and email address to our website provider as part of inviting you to set you to set up a website login.
- We provide your name, address and email address to our email provider as part of registering you on our email distribution list.
- if you appear in a photograph from one of our events we may circulate that image in our newsletter and/or post it on our website. We will not generally identify people in such images nor will we provide any means to search for images by name.

How we keep your personal data safe

Although we are a small voluntary organisation we take care to ensure that your personal data is kept secure. The security measures we take include:

- Storing your data on a computer that is regularly backed up, that receives all the latest security patches and that runs industry standard virus-checking and firewall software.
- Making encrypted backups and archive copies of your data.
- Storing our paper records in a secure environment.

Please remember that you are responsible for keeping your passwords secure. If you have chosen a password which enables you to access certain parts of our website, you are responsible for keeping this password confidential. Please do not to share your passwords with anyone.

Unfortunately, sending information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of personal data sent via email or to our website; you send us personal data electronically at your own risk. Once we have received your personal data, we will use strict procedures and security features (some of which are described above) to try to prevent unauthorised access.

How we use your personal data for marketing

We do not market products and we never share your personal data with third parties for marketing purposes. Very occasionally we may deem that an event, product or service is of particular interest to our members and may mention it in an email or newsletter.

When we will send your personal data to other countries

We will not explicitly transfer any of your data to another country. However, our email provider may use servers in other countries, including the USA, so it is possible that your name, address and email address could be stored on a foreign server.

How long we keep your personal data

We only keep your personal data for as long as we need it. In practice this means that:

- we will remove you from our email list and website access when you have not renewed your membership in two consecutive years.
- if you inform us you no longer wish to be a member we will remove you from our email list and website access immediately.
- we will delete ex members from our the current records at the end of the financial year once the annual accounts have been accepted

The archives of the Association may contain the names of members and any activities they have been involved in. These are retained to maintain our historic records.

If you appear in any images that we have published in our newsletter or to our website we will be unable to retract these items.

We make regular backups and archive copies of the data we hold, and thus encrypted copies of your data may exist for longer. These will not be available for routine processing.

How you can make a complaint

If you are unhappy with the way we have used your personal data, please contact us to discuss this using the contact details set out in the [Who we are and how to contact us](#) section above.

You are also entitled to make a complaint to the Information Commissioner's Office which you can do by visiting www.ico.org.uk. Whilst you are not required to do so, we encourage you to contact us directly to discuss any concerns that you may have and to allow us an opportunity to address these before you contact the Information Commissioner's Office.

How we keep this policy up to date

We will review and update this policy from time to time. This may be to reflect a change in our objectives or to our internal details or procedures or it may be to reflect a change in the law.

The easiest way to check for updates is by looking for the latest version of this policy on our website (www.bracondaleresidentsassociation.org.uk) or you can contact us, as detailed in the [Who we are and how to contact us](#) section above, to ask us to send you the latest version of our policy.

Each time we update our policy we will update the policy version number shown in the footer and at the end of the policy and the date on which that version of the policy came into force.

[This is policy version 2.00 which came into effect on 18 April 2024.]