**ST. STEPHENS’ RESIDENTS’ ASSOCIATION DATA PROTECTION POLICY**

New regulations, the General Data Protection Regulation (GDPR) will be coming into force on 25th May 2018. This will mean that St Stephen’s Residents’ Association (SSRA) will be required to obtain permission from members to retain any personal information it holds; it is designed to protect members’ personal data held by the Association. A copy of this policy will be available on the SSRA website [www.ststephensra.org](http://www.ststephensra.org)

The SSRA maintains a database of members on a private computer which has a secure password and virus protection and is not made public. When you join or renew your membership, you will be asked to give permission for your personal data to be retained by the Association for the duration of your membership. We use this information only to contact you and always use bcc - the email addresses of recipients are hidden.

**Our Policy is as follows:**

1. The personal data requested by SSRA from members when they join the Association or renew their membership is their name and address, telephone number and email address, if they are willing to provide these details.
2. The SSRA Data Protection Officer is Pauline Walters, the Membership Secretary and Communications Officer, to whom all queries and requests should be addressed. The Officer is responsible for the maintenance and security of the data and for keeping it up to date.
3. Access to the data is restricted to the SSRA Chairperson, Treasurer, Secretary and Data Protection Officer who will maintain storage of the data. Data will not be shared without the permission of the member.
4. The data is required solely for communication with members of SSRA and is used for no other purpose.
5. No data referring to SSRA members will be published on any website or in any newsletter without the express permission of the member concerned.
6. If any member resigns from SSRA or requests that data be removed, the SSRA Data Protection Officer will be responsible for ensuring the removal of all relevant personal data from all databases held by SSRA.
7. Members may, at any time, ask that their details are changed.