

GDPR Policy

Reviewed July 2024

Data Protection Policy for Tinkers Bridge Residents Association (TBRA)

The intent of this document is to inform residents who attend meetings and events what information will be collected and how it will be used.

1. For the purpose of Article 6 of UK GDPR, TBRA will have a legitimate interest (as part of its function to promote engagement) to collect personal data from residents. This will be used for:

- Meeting attendance sheets
- Resident details in minutes
- Event registrations
- Email databases and other contact lists
- Social media/websites
- Ensuring TBRA events have, where required, properly trained and/or qualified people in positions of responsibility

2. This information may include:

- Names
- Addresses
- Contact numbers
- Email addresses
- Records of training or qualifications relevant to their involvement with the RA (such as Food hygiene, or First Aid)
- Other personal data which may be submitted by residents in the course of contacting the RA (such as by email etc), or attending its meetings (such as comments made).

3. This information will be stored in the following location (tick or delete as appropriate):

- Filing cabinet in community centre office
- (✓) - Filing cabinet or secure area in committee members' home

- Computer in community centre office
- (✓) - Computer in committee members' home
- (✓) - Third party service providers who directly manage GDPR on their services, such as

- Facebook messenger groups
- Google groups (used for sending newsletter and other information by email)
- Secure banking application (used to manage payments, storing bank details)

4. The RA may share this information, either on request or where it has a lawful duty, with:

- Milton Keynes City Council
- Milton Keynes City Council partners
- Grant funders
- Other Resident Association members (only if consent is given)

5. This information will be kept for a maximum of five years after collection , or two years after last usage of the data item. Paper information will be shredded, and digital information will be deleted. If you wish to have your information deleted, please contact the person named below.

6. The contact within TBRA responsible for resident information is the chair of the association, email [chair@ tinkersbridge.org.uk](mailto:chair@tinkersbridge.org.uk)

This policy shall be reviewed annually.

For more information about the provisions of UK GDPR, please visit the Information Commissioner's Office website: <https://ico.org.uk/>