

Model GDPR policy for Residents Associations

Data Protection Policy for _____ Residents Association (RA)

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, the RA 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
- Add more as required: _____

2. This information may include:

- Names
- Addresses
- Contact numbers
- Email addresses
- 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 in committee members' home
- Computer in community centre office
- Computer in committee members' home
- Other (to be specified): _____

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)
- Any others (to be specified): _____

5. This information will be kept for a maximum of _____ years (recommended five). 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 the RA responsible for resident information is:

Name: _____

Contact info: _____

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