

CRS Data Privacy Statement

1. General considerations

- 1.1. CRS is voluntarily registered with the Information Commissioners Office and asserts its compliance with the EU General Data Protection Regulation (GDPR)
- 1.2. The GDPR gives you, the Data Subject, extensive rights (set out below), over how your personal information is managed by organisations which control and process it
- 1.3. Under the GDPR, CRS is both a Controller and Processor of personal data. CRS does not hold or seeks to hold any personal data which is defined as sensitive
- 1.4. CRS has conducted a Legitimate Interests Assessment (LIA) which indicates that it must hold individuals' personal data in order for it to carry out its objectives and serve the interests of its members

2. Information supplied by you

- 2.1. Your personal data enables CRS to communicate with you in order to fulfil its function as a local Residents Association
- 2.2. You supply your data by email, letter or telephone call. This information includes your full name, address, telephone number and email address
- 2.3. By supplying us with your personal information, you are deemed to be giving us your consent to use it for our legitimate interests and purposes. If you wish to give us explicit consent, you may use the form on the CRS website at www.calthorperesidents.org/data-protection
- 2.4. CRS data records are handled by authorised persons only, who are members of the CRS Committee and have signed a CRS data protection policy compliance statement
- 2.5. Your information is kept confidential and secure and only passed between CRS Committee members with an explicit need to have access to it for the purposes of planning and organising within the Society and communicating with you
- 2.6. Unless required for the support of organisations which share its objectives, such as local Neighbourhood Watch Schemes and local Residents' Associations, CRS does not share personal information with third parties without your express consent
- 2.7. CRS needs to keep your personal data accurate and up to date in order to give you the best possible service. We take reasonable steps to ensure the accuracy of any personal data we hold and we carefully consider any challenges to its accuracy. We rely on you to provide us regularly and speedily with any necessary updates. We will deal sensitively and promptly with notifications of deceased members
- 2.8. Personal information is retained securely for as long as it is needed, but no longer than three years after your last subscription or immediately on your request
- 2.9. The GDPR grants you the right to access the personal information we hold about you. CRS will respond as quickly as possible to an access request which includes the sources from which we acquired the information, the purpose of processing the information and any persons or entities with whom we share the information

3. Your rights under the GDPR

- 3.1. **Right to Rectification:** you have the right to obtain from us without due delay the rectification of any inaccurate personal data we hold concerning you, and to have incomplete data completed
- 3.2. **Right of Erasure:** you have the right to erasure of personal details we hold about you without due delay
- 3.3. **Right to Restricting of Processing Data:** subject to certain exemptions you have the right to obtain Restricting of Process from us where one of the following applies:
 - 3.3.1. The accuracy of the data is contested by you, until the accuracy is verified
 - 3.3.2. The processing is unlawful, and you oppose the erasure of personal detail data but you request the restriction of its use
 - 3.3.3. We no longer need the personal data but it is required by you for the purposes of legal claims
 - 3.3.4. You have objected to processing of your personal data pending the verification of whether there are legitimate grounds to override these objections
- 3.4. **Notification obligation regarding rectifying or erasure of personal data or restriction of processing:** CRS will communicate any rectification or erasure of personal or restriction of processing as described above to each recipient to whom the personal data has been disclosed unless this proves impossible or involves disproportionate effort. CRS will provide you with information about those recipients if you request it
- 3.5. **Right to Portability:** you have the right to receive personal data which you have provided to us in a structured, commonly used readable format and the right to transmit the data to another controller without hindrance from us
- 3.6. **Right to Object:** you have the right to object on grounds relating to your particular situation at any time to the processing of personal data concerning you
- 3.7. **Right to not be subject to decisions based on solely automated processing:** CRS does not carry out any automated processing which may lead to an automated decision based on your personal data
- 3.8. **Invoking your rights:** if you wish to invoke any of the rights outlined above you should write in the first instance to The Hon Secretary CRS or email info@calthorperesidents.org with the subject header "GDPR Invoking Rights". You should also contact the CRS Hon Secretary if you have any complaint or concern about your personal data

CRS reserves the right to update, modify or amend this Statement. It may be viewed on the CRS Website at www.calthorperesidents.org/data-protection