Community At Tollers (CAT) - Data Protection Policy

This policy covers how the Community at Tollers (CAT) treats personal information that the Association collects and receives. Personal information is information about members and residents that is personally identifiable like name, address, email address, or phone number, and that is not otherwise publicly available.

Concerning the Data Protection Act 1998

Information that member and resident to the Community at Toller (CAT) is handled in accordance with the Data Protection Act 2003, the principles of which are that personal information should be:
1. fairly and lawfully processed
2. processed for limited purposes
3. adequate, relevant and not excessive
4. accurate
5. not kept longer than necessary
6. processed in accordance with the data subjects' rights
7. secure
8. not transferred to countries outside the EEA without adequate protection Protecting member and resident Privacy

Protecting member/residents Privacy

Information that member/ resident is processed and stored solely for the purposes of:
1. Administration
2. Public relations
3. Accounts and records
4. Communications between the (CAT) and members / residents.

Under the Data Protection Act members/residents are entitled to a copy of any information held about themselves alone.

Confidentiality

Data will be made available only to authorised personnel within the Association who we believe reasonably need to come into contact with that information and will not be given to other parties except as may be required by law.

GDPRS Guidelines 2018

On the membership form and anyone who we need to hold their personal information (e.g. service providers) have given permission to record, store and use their personal name and address for the benefit of residents and the communities needs only.

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