

THE VINTERS PARK RESIDENTS ASSOCIATION PRIVACY NOTICE

Who we are.

Vinters Park Residents Association (VPRA) (*'we' or 'us' or 'our'*) gather and process your personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and laws. This notice provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your personal data.

The VPRA is registered location is at the Vinters Park Community Centre, located on Aldon Close, Vinters Park, Maidstone, Kent. ME14 5QF and we are a Charity registered in England and Wales under charity number 273861.

Information That We Collect

VPRA processes your personal data to meet our legal, statutory and contractual obligations and to provide you with our products and services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

The personal data that we may collect from you is: -

- Name
- Home Address
- Personal email or business email if you prefer
- Home Telephone Number
- Mobile Telephone Number
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We collect information in the following ways: -

Telephone calls, emails, online forms, Instant messaging and letters.

How We Use Your Personal Data

VPRA take your privacy very seriously and will never disclose, share your data without your consent; unless required to do so by law, or in connection with the provision of our services. We only retain your data for as long as is necessary and for the purpose(s) specified in this notice. Where you have consented to us providing you with promotional offers and marketing, you are free to withdraw this consent at any time. **The purposes and reasons for processing your personal data are detailed below: -**

- *We collect your personal data in the performance of a contract or to provide a service and to ensure that services are provided in accordance with your requirements.*
- *We will collect your personal data to express your interest in attending a future event*
- *We may occasionally send marketing information where we have assessed that it is beneficial to you as a client. Such information will be non-intrusive and is provided on the grounds of legitimate interests.*

Your Rights

You have the right to access any personal information that VPRA processes about you and to request information about: -

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source.

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing (*where applicable*) in accordance with the data protection laws; as well as to object to any direct marketing from us.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

Sharing and Disclosing Your Personal Information

We do not share or disclose any of your personal information without your consent, other than

for the purposes specified in this notice or where there is a legal requirement.

Safeguarding Measures

The VPRA takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from un-authorized access, alteration, disclosure or destruction and have several layers of security measures in place, *including:* -

Including measures such as SSL, TLS, encryption, restricted access, IT authentication, email check and verification, anti-virus/malware etc.

Transfers Outside the EU

Personal data in the European Union is protected by the General Data Protection Regulation (GDPR) but some other countries may not necessarily have the same high standard of protection for your personal data. The VPRA does not transfer or store any personal data outside the EU.

Consequences of Not Providing Your Data

You are not obligated to provide your personal information to the VPRA however, as this information is required for us to provide you with our services, we will not be able to offer some/all our services without it.

Legitimate Interests

As noted in the '*How We Use Your Personal Data*' section of this notice, we only use your data for these purposes.

How Long We Keep Your Data

The VPRA only ever retains personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. We are required under UK tax law to keep your basic personal data (*name, address, contact details*) for a minimum of 6 years after which time it will be reviewed and archived or securely shredded.

Where you have consented to us using your details for direct marketing, we will keep such data until you notify us otherwise and/or withdraw your consent.

Special Categories Data

Owing to the products, services that we offer, The VPRA never needs to collect or process sensitive personal information (*as special category data*) about you.

Lodging A Complaint

The VPRA only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with the supervisory authority.

Chairperson
VPRA.
Vinters Park Community Centre,
Aldon Close.
Vinters Park.
Maidstone. ME14 5QF

Your consent

The VPRA take your privacy seriously and will only process your personal data with your consent and in accordance with the terms stated in our Privacy Notice. If you consent to us collecting and processing your personal data, please sign below: -

Signature: _____ Print Name: _____

Time: _____ Date: _____

I confirm that I have been provided with a copy of VPRA Privacy Notice & Terms & Conditions prior to giving consent

