

## **St John's Area Residents' Association (SJARA) – Privacy Statement**

SJARA is a not-for-profit membership organisation, run by volunteers in accordance with a Constitution adopted by its members, which aims to preserve and improve the character and amenity of the St John's area for the benefit of its members. All SJARA volunteers are also members.

This Privacy Notice has been adopted by the SJARA Committee, following the coming into effect of the EU General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

We are committed to respecting and protecting the privacy of SJARA members. This statement explains what personal data we collect and how it is used.

### **A. Data we collect and what we do with it**

We collect and process the personal information which you provide to us when you apply for or renew your membership. This includes the address of your household, a contact email address, a contact telephone number and the full names of the individuals in the household applying for or renewing their membership.

We will also record the method you use to pay the membership subscription and, if you choose to pay the annual subscription by standing order, we will collect and process the information you provide in the standing order form.

Completed membership application/renewal forms are received (in hard copy) by the Treasurer. Details of membership subscription or other payments made are recorded by the Treasurer in electronic form. Details of members' names and contact details may also be recorded electronically by the Treasurer to facilitate communication with members on payment of subscriptions.

Completed standing order forms are received (in hard copy) by the Treasurer and bank details you give in them are used to set up the relevant standing order.

Completed membership application/renewal forms (in hard copy) are passed by the Treasurer to the Membership Secretary as soon as practicable. The information you give in them is recorded by the Membership Secretary in electronic form. The Membership Secretary also records electronically whether your subscription is paid or due for payment and whether a standing order is in place.

Names and contact details of members who are Officers, other Committee members, Road Representatives and Special Interest Representatives (as referred to in the Constitution) are shared between them as a group, both in hard copy and electronic form.

### **B. The purposes for which we collect your information**

We collect and process your information:-

1. To maintain an up-to-date Register of Members' names only, as provided for in the Constitution, which is open to inspection by other members, to maintain an up-to-date record of members' contact details, to enable us to communicate with members in accordance the Constitution, and to maintain an up-to-date record of subscriptions paid, to enable us to monitor due payment and for accounting purposes.
2. To enable us to communicate with you on matters other than those covered by the Constitution, which may be of interest to or affect you as a SJARA member, as a resident in the SJARA area or as a resident of the Wimbledon area, in order to fulfil SJARA's aims and promote its values (as referred to in the Constitution).

3. To enable the Officers, other Committee members, Road Representatives and Special Interest Representatives to fulfil their functions as referred to in the Constitution.

We will not share your information with third parties, unless we are required to do so by law.

### **C. The lawful basis for collecting and processing your information**

The lawful basis for collecting and processing personal information for each of the 3 purposes set out above is **legitimate interests**, as the information and its processing is necessary to enable SJARA to be managed and administered in accordance with its Constitution and to enable it to fulfil its aims and promote its values (as referred to in the Constitution) for the benefit of its members.

### **D. The security of your information**

Hard copy membership application/renewal forms held by the Treasurer, pending their transfer to the Membership Secretary, are kept on secure premises.

Hard copy standing order forms held by the Treasurer pending applying to set up the relevant standing order are kept on secure premises. As soon as practicable after the relevant standing order has been forwarded to your bank and the standing order set up, any copies of these forms held by the Treasurer will be shredded.

Your personal information held in hard copy form by the Membership Secretary is kept on secure premises.

Your personal information held in electronic form by the Treasurer and/or the Secretary is password-protected, save when being referred to by each of them.

Personal Information relating to Officers, other Committee members and other Member volunteers held between them as a group, in hard copy form, is kept on secure premises, and, in electronic form, is password-protected, save when being referred to by each of them.

If you cease to be a member, your personal information then held in hard copy form will be shredded as soon as practicable and your personal information held in electronic copy form will be deleted.

### **E. Your rights**

You have a number of legal rights in relation to the information we hold about you which you can exercise at any time by contacting the SJARA Chair; email to [chairman@sjara.org.uk](mailto:chairman@sjara.org.uk). These include:-

- **the right to withdraw any consent** you may have previously given;
- **the right of access** to your information, so you know what we information we have and can verify the lawfulness of our processing of it;
- **the right to rectification** of your information if it is inaccurate or incomplete;
- **the right of erasure** of your information in specified circumstances, for example, if the processing is no longer necessary or you have withdrawn any consent you may have previously given.

Further information on all your rights and more generally on data protection under the GDPR and the Data Protection Act is available from the Information Commissioner's Office, <https://ico.org.uk/>