



# Davenport Park

## **GDPR Privacy Policy for Residents**

A link to this privacy policy has been sent to residents and is available on the Davenport Park website with a link from the homepage. A paper copy is available on request. It is also being provided to new residents.

For the purposes of the General Data Protection Regulation ("GDPR") and UK data protection laws, the controller is the Treasurer of the Davenport Park Committee.

### **About this document**

This privacy policy sets out the way we process your personal data and we've created this privacy policy to make sure you are aware of how we use your data as a resident of Davenport Park.

### **How we collect your information**

We may collect your personal data in a few limited ways, namely:

- Directly from you, when you first become a resident
- When you interact with us during your time as a resident in various ways, for example, when you pay your levy, or inform us of a change of address, email address, or telephone
- From someone else acting on your behalf

### **The types of information we collect**

We may collect the following types of personal data about you:

- Contact information, including your email address(es), telephone numbers and postal address
- Communications information, including records of communications and interactions we have had with you
- A record of your levy payments

### **How we use personal data**

Personal data provided to us will be used for the purposes set out at the time of collection and, where relevant, in accordance with any preferences you express.

More generally, we will use your personal data for the following purposes:

- Administration of the Davenport Park levy
- Distribution of the newsletter
- Communication about Davenport Park issues such as planning applications or Neighbourhood Watch information
- Communication about Davenport Park activities such as road sweeps
- Communication about Davenport Park events that we think may be of interest to you

### **Your communication preferences**

We will always respect your wishes in respect of what type of communications you want to receive from us and how you want to receive them. There are some communications, however, that we need to send you regardless of your communication preferences, such as:

- Records of transactions, such as payment receipts or residency welcome letters
- Residency related mailings such as your levy reminder, and notices of formal meetings

You are in control of how we communicate with you. You can update your choices and/or your contact details by contacting us at:

Email: [treasurer@davenportpark.org.uk](mailto:treasurer@davenportpark.org.uk)

### **Sharing your information with others**

We do not sell or share your personal data for other organisations to use.

### **How long your information is kept**

We keep your personal data only for as long as necessary for each purpose we use it. For most residency data, this means we retain it for so long as you are a resident in Davenport Park.

### **Your rights**

Under certain circumstances, by law you have the right to:

- Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal data (except information on levy payments). This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
- Object to processing of your personal data where we are relying on a legitimate interest, or those of a third party, and there is something about your particular situation which makes you want to object to processing on this ground.
- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it. You can also withdraw your consent, where this is the basis for our processing your data, without affecting the lawfulness of our previous processing based on consent.
- Request the transfer of your personal data to another party.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

If you have any queries about this privacy policy or how we process your personal data, or if you wish to exercise any of your legal rights, you may contact:

by email: [treasurer@davenportpark.org.uk](mailto:treasurer@davenportpark.org.uk)

### **Contact and complaints**

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner. You can find out more about your rights under applicable data protection laws from the Information Commissioner's Office website: [www.ico.org.uk](http://www.ico.org.uk).