

Privacy Notice & Data Protection

Privacy Notice:

EARLEY & LOWER EARLEY NEIGHBOURHOOD ACTION GROUP / COMMUNITY FORUM (“NAG”) take your privacy very seriously.

This Privacy Notice sets out how we use and look after the personal information we collect from you. We are the data controller, responsible for the processing of any personal data you give us. We take reasonable care to keep your information secure and to prevent any unauthorised access to or use of it.

What personal data we hold on you:

Personal data means any information about an individual from which that individual can be identified. We collect, use, store and transfer some personal data of our participants

You provide information about yourself when you register with the NAG, to attend meetings, and by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise.

The information you give us may include name, address, e-mail address, phone number. Where we hold this data, it will be with the explicit consent of the participant.

Why we need your personal data:

We will only use personal data for any purpose for which it has been specifically provided.

The reason we need participants’ and members’ personal data is to be able to run the NAG meetings and maintain a record of the Minutes. Our lawful basis for processing this personal data is that we have an obligation to anyone as a participant to provide the services they are registering for.

We have set out below, in a table format, a description of all the ways we plan to use personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate

Purpose/ Processing Activity	Lawful Basis for processing under Article 6 of the GDPR.
processing meeting registration forms	Performance of services
organising meetings	Performance of services
sending out NAG information and updates	Performance of services
sharing data with committee members to provide information about NAG activities, registration renewals or invitation to social events	The NAG has a legitimate interest to maintain participant correspondence for NAG community purposes.
sharing anonymised data with a funding partner as condition of grant funding e.g. Thames Valley Police	The NAG has a legitimate interest to run the organisation efficiently and as it sees fit. Application for funding is a purpose that benefits the NAG and it’s participants.
publishing minutes	Consent. We will only publish personal data in a public domain, including images and names, if we have your consent for us to do so, by attending meetings such consent is deemed to be given

Who we share your personal data with:

When you register with the NAG, your information may be entered onto the NAG database, which is administered by the NAG.

The NAG's data processing may require personal data to be transferred outside of the UK. Where the NAG does transfer personal data overseas it is with the sufficient appropriate safeguards in place to ensure the security of that personal data.

Protection of your personal data:

We have put in place appropriate security measures to prevent personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

How long we hold your personal data:

We keep personal data on our participants while they continue to be a participant or are otherwise actively involved with the NAG. We will delete this data twelve (12) months after a participant has left the NAG community forum, but retain your personal data within the Minutes Archive

Your rights regarding your personal data:

As a data subject participants may have the right at any time to request access to, rectification or erasure of their personal data; to restrict or object to certain kinds of processing of their personal data, including direct marketing; to the portability of their personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of their personal data.

As a data subject, participants are not obliged to share their personal data with the NAG. If they choose not to share their personal data with us we may not be able to register them with the NAG.

We may update this Privacy Notice from time to time and will inform you to any changes in how we handle personal data.

If participants have any questions about this Privacy Notice then please contact the NAG Committee.