

Lynwood Road Residents Association (LRRRA) and Neighbourhood Watch (NHW) Member Personal Data Privacy Notice

Introduction:

The LRRRA holds personal data for all LRRRA members for the business purposes of the LRRRA. LRRRA also acts as NHW Area Coordinator for the Lynwood Road Estate and LRRRA members are deemed to be NHW members unless individuals notify LRRRA that they wish to opt out of NHW membership. No such notices of opt out of NHW membership have been received.

1. A copy of this notice and the documents referred to in it are available on the LRRRA website (<http://www.lynwoodroad.info/>) and with respect to NHW please refer to the Elmbridge NHW website (<http://elmbridgenhw.ourwatch.org.uk/>).

2. What personal data of yours we will collect:

Full name, home / property address, email address, rent charge details and (optional) telephone number(s)

3. Why it is being collected:

As a result of your ownership of (and thereby membership of the LRRRA) and/or residency in a property on the Lynwood Road Estate including Wessex Close and Bourne Close. We keep the data for all members so that:

- (i) We can exercise the rights and obligations and perform the business of the LRRRA as set out in the Deed of Grant of Rent Charge agreed by every owner of a property on the Lynwood Road Estate;
- (ii) We know how to communicate LRRRA and NHW information to you, predominantly by letter or email, but very occasionally by phone if there is an urgent message to convey.

4. Who is collecting and holding your data and why:

Directors and officers of the LRRRA who will hold this data for all LRRRA members (also acting as NHW Coordinator / Deputy Coordinator) so that they can contact you and keep you informed about LRRRA and NHW information; and protect your personal data from being lost.

5. How will your data be used:

- (i) To exercise the rights and obligations and perform the legitimate business of the LRRRA and its members including collection of the annual Rent Charge for maintaining services and common parts on the Lynwood Road Estate (refer to the Deed of Grant of Rent Charge and the LRRRA Memorandum and Articles of Association on the LRRRA website for further details);
- (ii) To send you LRRRA and NHW information by letters or emails – NHW emails may be forwarding relevant NHW information from the police, other emergency service (e.g. Fire & Rescue), National NHW, Trading Standards, Fraud Alert, or any other organisation providing important information about safety and security;
- (iii) To invite you to meetings;
- (iv) If you have provided a phone number, you may be contacted very occasionally by phone if there is an urgent message to convey;
- (v) Your data will be held indefinitely and maintained for as long as you are an owner / resident of a property on the Lynwood Road Estate.

6. Who will my data be shared with:

- (i) Within LRRRA only with the Directors and officers (including in the capacity of NHW Coordinator) and professional advisors of the LRRRA;
- (ii) Your personal data will not be shared with any other organisation for marketing or other purposes.

7. Legitimate Interest

If you are registered with the Land Registry as owner of a property on the Lynwood Road Estate you will have agreed to comply with the Deed of Grant of Rent Charge or you are registered as a resident on the Estate and member of NHW you have done so in expectation of the purposes set out above thereby establishing a legitimate interest in LRRRA fulfilling that expectation and for LRRRA to use your personal data to achieve this.

8. Who to contact about your data, if needed:

(i) Any one of the LRRRA Directors as recorded on the LRRRA website, or

(ii) With respect to NHW your Regional Coordinator, via an enquiry form on the Elmbridge NHW Website.

LRRRA Member - Individual's Rights

The following is a list of individual's rights with respect to their personal data and an explanation for each of how this relates to LRRRA/NHW members:

- The right to be informed (that we have collected their data elsewhere);
 - We collect data from HM Land Registry, member's solicitors or directly from individuals themselves.

- The right of access; - the right to obtain:
 - Confirmation that their data is being processed (we only use it for the purposes set out above).
 - Access to their personal data (we can email it back to them).
 - Other supplementary information (if any).

- The right to rectification;
 - LRRRA needs accurate personal data to operate, so corrections to personal data are welcomed and encouraged.

- The right to erasure;
 - Registered owners of a property on the Lynwood Road Estate are obliged to be LRRRA members. If an individual ceases to be such an owner, a request by that individual to delete their personal data must be complied with, which will also result in them ceasing to be a NHW member.

- The right to restrict processing;
 - Individuals cannot block or suppress processing by the LRRRA for as long as they are registered owners of a property on the Lynwood Road Estate. If a member opts out of being a member of NHW their data will be deleted for NHW purposes.

- The right to data portability;
 - N/A – only relevant where processing is automated.

- The right to object;
 - For the limited use we make of individual's personal data this right is effectively identical to the right to restrict processing (see above).

- The right not to be subject to automated decision-making including profiling.
 - N/A – there are no automated decision making or profiling processes.