



Parklands Residents' Association - Privacy Policy

17th May 2018

This privacy policy sets out how Parklands Residents' Association (PRA) uses and protects any personal information that you give PRA.

PRA is committed to ensuring that your privacy is protected. When you provide certain information to us by which you can be identified, our intention is that it will only be used in accordance with this privacy policy.

PRA may change this policy from time to time and will provide details via its usual communication channels (currently a printed newsletter, e-mailing list, Facebook group and a physical notice board on the outside wall of Parklands Post Office) to give you opportunity to check that you are happy with any changes. This policy is effective from 25th May 2018 and will be reviewed periodically.

What information does PRA collect:

We may collect the following information, if you provide this to us:

- name
- email address
- telephone number
- home address
- your Facebook web address and connection with Parklands;
- information relevant to events we organise that you attend/contact us about.

What PRA does with the information we gather

We hold and use this information for the purposes of PRA's Constitution (copy extracts included at the end of this policy):

- to maintain an up-to-date register of our member households and to keep proper accounts of membership income;
- to send periodic emails with news and information that may be of interest to Parklands residents using a web-based e-mailing service;
- to respond to any communication from you in relation to Parklands/PRA matters;
- to manage and understand the membership of PRA's Facebook group;
- in connection with our events, including taking bookings, planning/delivering each event, making attendance records and following up after each event;
- to maintain lists of volunteers willing to help PRA with the various activities with which we get involved;
- to understand/demonstrate PRA's effectiveness over time and maintain historic records.

These activities are undertaken by volunteers who are members of PRA's Committee (including co-opted members) or who assist the Committee with particular activities.

Security

We are committed to ensuring that your information is secure, using password-protected spreadsheets for all lists.

We use a web-based e-mailing service which allows anyone on our e-mailing list to unsubscribe from receiving emails at any time and remove their details from this list. The service PRA uses currently is Mad Mimi (see <https://help.madmimi.com/what-is-gdpr-and-how-does-it-affect-me/> for how this service supports PRA in meeting our privacy obligations).

We will not share your contact details with others, except with your explicit permission or if required by law.

Managing your PRA e-mailer preferences

To update your name, email address and/or opt out of tracking of email views and clicks, please click on Preferences in the footer of one of our e-mailers.

If you no longer wish to receive PRA emails, please click on Unsubscribe in the footer of one of our e-mailers and follow the instructions. You will no longer receive e-mailers from PRA and your personal information will automatically be deleted from our e-mailing list. No other lists/membership are affected.

Our Facebook group (<https://www.facebook.com/groups/PRAFriends/>)

We have set up and administer Parklands Residents' Association – Facebook Friends as a "closed" group, which means that anyone can see the group and who's in it, but only members see posts. Our privacy policy covers the information group members give us about which road they live in/their connection to Parklands before we add them to the group. However, when using Facebook (FB), you control your own your Facebook profile privacy settings and how other FB users can contact you/what personal information you share. Once in the group, each user is responsible for their own interactions, the personal information you share and, whilst you remain a group member, you are able to edit/delete your own posts. You are able to leave the group at any time (PRA is not notified you have left) and your posts will form part of the history of the group that other group members may view (membership of the group varies over time).

Controlling your personal information

You have the right to request us to delete your name and contact information from our ongoing records.

You may request details of personal information which we hold about you under the United Kingdom Data Protection Act 1998.

If you believe that any information we are holding on you is incorrect, please send an email to paula@parklands-chichester.org copied to Clive Goodyer, 54 Sherborne Road, PO19 3AA or contact PRA Committee member (Publicity) Paula Chatfield by 'phone on 07788 140698.

Please do not hesitate to contact us with any questions regarding this Privacy Policy.

Complaints

If you have any concerns or complaints in relation to how PRA collects and/or processes your personal data, you should contact PRA's Secretary* in the first instance. If you are dissatisfied with how your concern/complaint is dealt with by PRA, you have the right to report your concern/complaint to the Information Commissioners Office (www.ico.org.uk).

* PRA does not currently have a Secretary. In the absence of a volunteer to fulfill the Secretary's role, our Treasurer, Clive Goodyer has agreed to be our contact for complaints/concerns relating to our collection/use of data. Clive may be contacted at 54 Sherborne Road, PO19 3AA.

Extracts from PRA's Constitution ADOPTED at AGM On Saturday 21st March 2015

'2. The Association shall be non-political and inclusive.'

'3. OBJECTIVES:

- a) To encourage community spirit and good neighbourliness in Parklands.
- b) To maintain/improve the environment and amenities of Parklands.
- c) To promote the interests of Parklands residents, including by maintaining a sensible and working relationship with County, District and City Authorities, the Police, other Residents' Associations and other bodies that may be involved but without becoming involved in legal matters affecting residents.'

'4. SUBSCRIPTIONS

- a) Membership shall be open to any household in the Parklands area (including Newlands/Salthill Lane west of the old railway bridge and Westgate west of Sherborne Road). All subsequent references to Members, unless otherwise specified, shall imply an adult resident of the subscribing household.
- b) In addition the Committee may decide to accept subscriptions from 'Friends' living nearby.
- c) The subscription shall be £4.00 per household, or £2.00 for a household comprising of a single adult (whether or not the household includes children), payable annually. Membership shall run for a calendar year from the month of payment.'

'7. FULL MEMBERSHIP MEETINGS

Meetings which all Members may attend may be held twice yearly and one shall be an Annual General Meeting.

a) Only fully paid-up Members may:-

- i) make a proposal and take part in a debate (no speech should last longer than 5 minutes except with the approval of the Chairperson);
- ii) vote on any proposal.

Those with Friends membership (ie living outside of Parklands) may make a proposal/take part in a debate but may not vote.'

END