The Harpenden Green Belt Association's Privacy Notice

What type of personal information do we hold about you?

The Harpenden Green Belt Association holds the following personal data about our members:

> Name;
> Physical Address & Telephone Number;
> Email Address (if available)

Your personal information will never be passed to third parties unless we are required to do so by law.

Where did the personal information on our database come from?

The Association will hold your personal data if you have applied to join the Association. Your personal data will have been copied from your application form and inserted into our membership database. This is the lawful basis for the Association to hold and process your personal data.

How do we use your personal data?

If you are on our database we will continue to send you occasional emails containing our newsletter or other information.

If you would like to stop receiving emails from the Association, please contact the Secretary (secretary@harpendengreenbelt.org.uk). Additionally you can unsubscribe by following the instructions on the Association's website or select the "unsubscribe" option when you receive the next email.

When a member resigns from the Association his/her personal data will be removed from the Association's database as soon as possible but within one month at the latest.

Subject Access Requests

If you would like to know what personal data we hold on you please contact the Association's Secretary (secretary@harpendengreenbelt.org.uk) and we will inform you of the personal data that we hold on you as soon as possible, but at the latest within one month. The information will be sent to the email address or physical address that we hold for you on our database.

How do we use or keep your personal data secure?

The Association's database is kept on a secure server held in the "cloud". If the database is ever downloaded onto an authorised member's computer for processing it will be uploaded onto the cloud server immediately after the processing has taken place and no copy will be retained on the member's computer. If the database, or a copy of the database, needs to be retained on a member's computer, it will be kept in an encrypted form.

Harpenden Greenbelt Association 2018