



Data Protection Policy for Loughton Residents Association (LRA)

The intent of this document is to inform residents who attend meetings and events what information will be collected and how it will be used.

1. For the purpose of Article 6 of UK GDPR, the LRA will have a legitimate interest (as part of its function to promote engagement) to collect personal data from residents. This will be used for:

- Meeting attendance sheets
- Resident details in minutes
- Event registrations
- Email databases and other contact lists
- Social media/websites

2. This information may include:

- Names
- Addresses
- Contact numbers
- Email addresses
- Other personal data which may be submitted by residents in the course of contacting the LRA (such as by email etc), or attending its meetings (such as comments made).

3. This information will be stored in the following location:

- Filing cabinet in community centre office
- Filing cabinet in committee members' home ✓
- Computer in community centre office
- Computer in committee members' home ✓

4. The LRA may share this information, either on request or where it has a lawful duty, with:

- Milton Keynes City Council
- Milton Keynes City Council partners
- Grant funders
- Other Resident Association members (only if consent is given)

5. This information will be kept for a maximum of 7 years (recommended five). Paper information will be shredded, and digital information will be deleted. If you wish to have your information deleted, please contact the person named below.

6. The contact within the LRA responsible for resident information is:

Name: Andrea Phillips

Contact info: secretary.lra.mk@gmail.com

For more information about the provisions of UK GDPR, please visit the Information Commissioner's Office website: <https://ico.org.uk/>