

Draft to be agreed at the FRA AGM to be held on 21 April 2018

## FRINTON RESIDENTS' ASSOCIATION (FRA)

### Data Protection Policy

The FRA Data Protection Policy is designed to protect the personal data held by the FRA, which comprises solely of members' and friends' contact details (home address, telephone numbers and email address), date joined and subscription payments, and/or donations.

1. The FRA Data Protection Officer is the FRA Membership Secretary, to whom all queries and requests must be addressed. This Committee Member is responsible for the maintenance and security of the data, and that it is up-to-date.

2. Access to the data is restricted to the FRA Chairman, Honorary Secretary, Honorary Treasurer, and the Membership Secretary who maintains the storage of the data. Data will only be given to another party with the permission of the member.

3. The data is required solely for communication with FRA members and for keeping subscription records. It is not used for any other purpose.

4. Permission to store the personal data is required from each member.

5. The data is not published or stored on the FRA website, nor will it be published in the FRA newsletter, The Frinton Resident. It resides on a standalone computer that is not connected to the Internet and is password protected.

6. Notification to the FRA Data Protection Officer of the resignation of a FRA member or friend, or a request from a member or friend, for their data to be removed will place the onus on the FRA Membership Secretary to ensure the removal of all the relevant personal data from the FRA database.