

Rosemount Community Group – Data Protection & GDPR Policy

Only Rosemount Community Group committee members (or ordinary members authorised by the committee) are permitted to collect personal data on behalf of the group. Those collecting data will clearly identify themselves. At the time of collection, individuals will be informed of how their personal information will be used and must provide consent before any data is processed. Most data is collected in connection with the annual membership subscriptions and updated annually.

Rosemount Community Group only seeks and retains the minimum amount of personal data required to carry out its activities. The following information may be collected per household:

- Name(s) of main occupiers
- House address
- Phone number (used for text alerts or community contact)
- Email address
- Membership status and subscription payment

Providing personal information, in whole or in part, is entirely voluntary.

All data collected by Rosemount Community Group will be used solely for the legitimate purposes of the group, including:

- Maintaining an up-to-date register of residents in the Rosemount area
- Managing group membership records
- Tracking membership subscription status
- Sending newsletters and community updates by email or post
- Neighbourhood Watch or other safety initiatives
- Contacting residents about Rosemount Community Group activities

No data will be shared with third parties for commercial, political or other purposes. Rosemount Community Group will never profit from the possession of members' data. In exceptional cases where required by law (e.g. court order), the committee may disclose data to a named third party.

The group will take appropriate security measures to protect all personal data from unauthorised access, alteration, disclosure or loss. A nominated committee member (Membership Registrar) will be responsible for maintaining and securing the membership register. Information will be stored on a password-protected cloud system and any printed materials will be securely disposed of after use.

Access to the register by other committee members will only be granted by majority vote at a quorate committee meeting. In urgent cases, temporary access may be approved by the Chairperson, Treasurer or Secretary with the decision recorded and explained at the next committee meeting.

All committee members must agree to abide by this data policy. Any member receiving or accessing membership data, in whole or in part, is deemed to have accepted and agreed to follow this policy. Rosemount Community Group will periodically review this policy and its implementation.

Under GDPR, individuals have the right to:

- Access any personal data held by Rosemount Community Group
- Request correction of inaccurate or unfairly processed data
- Know the categories of data held and the reasons for processing
- Know if their data has been shared and with whom
- Know the original source of their data

Access requests should be submitted in writing. A response will be provided within 40 days.