



## Graven Hill Residents' Association Privacy Policy

### Our contact details

Name: Graven Hill Residents' Association  
E-mail: [gravenhillresidents@gmail.com](mailto:gravenhillresidents@gmail.com)  
Website: [www.gravenhillra.com](http://www.gravenhillra.com)

### The type of personal information we collect

We currently collect and process the following information:

- Name
- Address
- Email Address

### How we get the personal information and why we have it

The personal information we process is provided to us directly by you. We use the information that you have given us in order to keep you informed about any matters relating to Graven Hill.

We do not share this information with any other organisations or individuals.

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information is your consent. You are able to remove your consent at any time. You can do this by emailing [gravenhillresidents@gmail.com](mailto:gravenhillresidents@gmail.com)

### How we store your personal information

Your information is securely stored.

We keep your information until

- you withdraw your consent, or
- you inform us that you no longer live on Graven Hill, or
- Graven Hill Residents' Association is dissolved

We will then dispose of your information by deleting it from any databases we hold.

### Your data protection rights

Under data protection law, you have rights including:

- Your right of access - You have the right to ask us for copies of your personal information.
- Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

- Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.
- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us by emailing [gravenhillresidents@gmail.com](mailto:gravenhillresidents@gmail.com) if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us by emailing [gravenhillresidents@gmail.com](mailto:gravenhillresidents@gmail.com)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>