

NLA DATA PROTECTION POLICY

1.0 Policy statement

The Norwich Leaseholders Association (NLA) is committed to a policy of protecting the rights and privacy of individuals and members, in accordance with The Data Protection Act 2018.

As a matter of good practice, all individuals in the Association who have access to personal information, will be expected to have read and to comply with this policy.

2.0 Legal Requirements

Data is protected by the Data Protection Act 2018. Its purpose is to protect the rights and privacy of individuals and to ensure that personal data is not processed without their knowledge, and, wherever possible, is not processed without their consent.

The Act requires us to register the fact that we hold personal data and to acknowledge the right of 'subject access' – members must have the right to copies of their own data.

3.0 Managing Data Protection

We will ensure that our details are registered with the Information Commissioner if required. Currently, the NLA understands that as a Not-For-Profit organization, it is exempt from such registration.

4.0 Purpose of data held by the Association

In general, data will only be held by the Association for the purpose of contacting said person and sending them any details of meetings or items that may be of interest.

Generally the information held is limited to contact details, but further data may be held on individual cases where the Association has been contacted the Leaseholder, in the first instance, or by Norwich City Council.

5.0 Data Protection Principles

In terms of the Data Protection Act 2018, we are the 'data controller', and as such determine the purposes for which, and the manner in which, any personal data is processed. The Act includes a series of "Data Protection Principles" which can be summarised as follows:

- 1 Lawfully and fairly processed data: we (the NLA) will only process data that has been issued to us by the individuals themselves.
- 2 Data processed for limited purposes: we will not use data for purposes other than those agreed.

- 3 Adequate, relevant and not excessive data: we will attempt to ensure that the data we process is adequate, relevant and not excessive.
- 4 Accurate and up-to-date data: we will seek to ensure that the data processed is up to date and accurate. The expectation is that individual Leaseholders will keep NLA informed so that records can be updated accordingly.
- 5 Data not kept longer than necessary: we discourage the retention of data for longer than it is required.
- 6 Secure data: we will seek to ensure that appropriate technical and organisational measures are taken against unauthorised or unlawful processing of personal data.
- 7 Disclosure of data to the individual: all individuals on whom the Association hold data on have the right to be informed, on request, of all the information held about them within 40 days.
- 8 Data not transferred to other organisations: data will not be transferred to any other organisation, including any use for direct marketing, without permission of the member concerned.

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