

Nicholson 31 Owners Association

PROCESS FOR DATA ALTERATION/REMOVAL

Data held by the Nicholson 31 Owners Association (the Association) is held according to the principles laid down in the General Data Protection Regulations (2018) (GDPR)

The GDPR gives individuals rights with respect to their data, these rights include:

- the right to restrict or object to how their data is used
- the right to have their personal data erased in certain circumstances
- the right to have their personal data transferred to them or another business in certain circumstances.

The data held by the Association includes personal details regarding their membership. It is solely used for the purpose of operating the Association and communication with other members and will not be shared with bodies outside of the membership.

A member's permission to make telephone and e-mail details available to other members has already been noted from the application form. If the member wishes to alter the availability of such information the Association has a process to implement the alteration.

- All requests for the alteration or removal of personal data held by the Association must be made to the Hon. Secretary either by email or post.
- Such alterations will be notified by the Hon. Secretary to the Hon. Webmaster who will take the requisite action and report back to the Hon. Secretary.
- The Hon. Secretary will communicate with the member to confirm that the alteration has been completed.
- A record of the alteration will be archived by the Association and held for the appropriate time.