Catherine de Barnes Residents’ Association (CDBRA) Privacy Policy

January 2018

1. CDBRA is a non-profit volunteer organisation whose purpose is to support and protect the Village of Catherine de Barnes.
2. Your data will be held and maintained on a password protected computer solely for the purpose of administration, distributing the monthly newsletter, and to communicate the Residents’ Association activities and local news
3. The records we maintain will have your names, phone number, address and e-mail (if given). All of this data has been given to us by you at some point.
4. Your data will be stored and maintained by the secretary of the organisation on a private home computer. Your data may be shared with other committee members but will never be shared with any third party.
5. If we have not had any communication from you in writing or by email for 5 years then your data will be removed. Membership forms will not be stored for more than 5 years.
6. If you request to have your data taken off our computer and paper records then this will be done as soon as practicable and you will receive an email to confirm.