

# FBRA Data Protection Policy

**The FBRA Data Protection Policy is designed to protect the personal data held by FBRA**

1. The required personal data of all FBRA members and officers comprise the names of the members (residents), at least one email address, one terrestrial address and one telephone number.
2. Permission to store the personal data is required from each member.
3. The data is required solely for the administration of the Association, and communication with FBRA members; it is used for no other purpose.
4. The FBRA Data Protection Officer (FBRA DPO) is the FBRA treasurer, to whom all queries and requests must be addressed. The officer is responsible for the storage, maintenance and security of the data and that it is up -to-date.
5. Access to the data is restricted to the FBRA Chairman, FBRA Vice Chairman, FBRA Secretary, and the FBRA Treasurer. From time to time other FBRA members may be granted access to undertake work on, or with, the data, in which cases this will be specifically authorised by the FBRA DPO and the Executive Committee.
6. The only data referring to FBRA members published on the FBRA website comprise the names of its officers and committee members subject to the permission of the relevant members. This also applies to the publication of FBRA newsletters, and other of its publications when appropriate.
7. Notification to the FBRA DPO of the resignation of an FBRA member and a request of a member for their data to be removed will place the responsibility on the FBRA DPO to ensure the removal of all the relevant personal data from all databases or lists held by FBRA

**FBRA is the short code for Falmouth Bay Residents' Association**

**NOTE:** GDPR (General Data Protection Regulations) comes into law across the European Union, including the United Kingdom, on and from 25th May 2018