

## **NOTICE from LEATHERHEAD RESIDENTS ASSOCIATION re THE GENERAL DATA PROTECTION**

### **REGULATION-MAY 2018**

New legislation comes into effect on 25<sup>th</sup> May this year as to how organisations collect, hold and process information on individuals with whom they come into contact. This legislation is called The General Data Protection Regulation (GDPR) and it replaces the current Data Protection Act.

The Leatherhead Residents Association (LRA) holds information that is subject to the new regulations. The data held comprises only that which has been provided to it by the individuals concerned and, generally, comprises no more than names, addresses, phone numbers and email addresses (where available).

There are six lawful bases for holding/processing data on individuals, and only one is necessary. Of the six, we believe that the LRA has three bases for holding the data that it does. The first, (Legal Obligation), is that, as a company, we are obliged under the Companies Act 2006 to have the name, address, date of joining and date of leaving (if appropriate) of all our members. The second, (Performance of a Contract), is that in joining the LRA, members accept the Company Articles, which provide that the LRA will keep members informed of Company business and Company and other local events and issues which may be of interest to members. The third, (Legitimate Interest), is that, in order to carry out its functions, the LRA keeps "contact information" on parties with whom it inter-faces. LRA data is only used for LRA purposes.

Notwithstanding that data is held lawfully, all individuals have six rights regarding the data held: the right to be informed that an organisation is holding an individual's data, the right to know what data, the right to have inaccurate data corrected, the right to have data deleted, the right to object to how data is processed and the right to restrict how data is processed. However, these rights cannot be exercised if doing so would contravene a competing legal requirement (e.g. a company cannot delete a member's name from its records, as the Companies Act requires that a company must have this information)

Detailed information on the precise nature of the Regulations can be found on the web-site of The Information Commissioners Office (the UK body responsible for the implementation and administration of the Regulation) at: [www.ICO.org.uk](http://www.ICO.org.uk).

If anyone has a concern as to any aspect of how the LRA collects, holds or processes their data, they should contact the LRA's Data Controller at email address: [leatherheadresidents.org.uk/contact](mailto:leatherheadresidents.org.uk/contact)