

# TRACKS Membership Privacy Statement – V1.0 – 25 May 2018

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What personal data does TRACKS collect?

The data we routinely collect includes members’ names and email addresses

What is this personal data used for?

We use members’ data for the communication of information related to the proposed HBC developments in Radlett and other TRACKS objectives (available from our website [www.tracksradlett.co.uk](http://www.tracksradlett.co.uk)).

Who is your data shared with?

Your personal data is not passed on by us to any other organisation. We may communicate ‘summarised’ or anonymous information with HBC, APC or related organisations

Where does this data come from?

We collect this data from when you have signed up to our membership list or sent us an email.

How is your data stored?

This information is mainly stored in digital form on computers. Information may be held on paper for a short period of time while it is being used in the development of communication but will be destroyed once the activity has been completed and accounted for.

Who is responsible for ensuring compliance with the relevant laws and regulations?

Under the GDPR (General Data Protection Regulation) we do not have a statutory requirement to have a Data Protection Officer. The person who is responsible for ensuring TRACKS discharges its obligations under the GDPR is the TRACKS Chairperson.

Who has access to your data?

Members of the TRACKS Committee have access to members’ data in order for them to carry out their legitimate tasks for TRACKS. They are not free to use it for any other purpose.

### What is the legal basis for collecting this data?

TRACKS collects personal data that is necessary for the purposes of its legitimate interests as a membership organisation.

### How you can check what data we have about you?

If you want to see the membership data we hold about you, you should contact the TRACKS committee.

### Does TRACKS collect any “special” data?

The GDPR refers to sensitive personal data as “special categories of personal data”. We do not record any such special data of these categories.

### How can you ask for data to be removed, limited or corrected?

You can also ask for your data to be corrected or removed from our database by contacting a member the TRACKS committee. You can do this on our website or by replying to an email sent by a committee member

### How long we keep your data for, and why?

We will keep members’ data while we are still pursuing the actions in TRACKS objectives (available on our website). We will delete any member’s contact details entirely on request.

### What happens if a member dies?

We normally delete members’ information immediately after we know they have died unless it is common information with a partner at the same address.