

## **Data Protection Statement – Ferring Roads Scheme Association (FRSA)**

### **Introduction.**

This statement is to be read in conjunction with the FRSA Constitution to which it is attached.

The FRSA was set up to co-ordinate and execute the group responsibility of all owners and occupiers of properties covered by the Scheme, who have paid an annual membership fee, with the aim of ensuring that all relevant roads and associated drainage systems detailed in the Constitution are maintained to a reasonable and satisfactory standard which meet both legal and statutory requirements.

The Executive Committee of the FRSA, who are all unpaid volunteers, are elected in line with the constitution, and they carry out their specific tasks solely for the benefit of the Association members, and this entails the collection of certain data from the members in order to discharge these responsibilities.

Clarification on specific aspects of the FRSA Data Protection Model are given below, using headings accepted within the framework of the General Data Protection Requirements Act.

### **1. Lawfulness, Fairness and Transparency.**

The FRSA will endeavour to process all data provided by members in a lawful, fair and transparent manner. Such Data is used as a means of facilitating the collection of membership fees together with the ability to communicate any appropriate FRSA matters to the members, including newsletters and meeting notices.

The FRSA will not knowingly process any Data provided by individuals in an unduly detrimental, unexpected or misleading way to that individual.

### **2. Purpose Limitation.**

The FRSA will collect and hold Data for specified, explicit and legitimate purposes and it will not be further processed in a manner that is incompatible with those purposes.

It should, however, be noted that further processing for archival purposes in the public interest, plus scientific, historical research, data security or statistical purposes shall not, within reason, be considered to be incompatible with the original purposes.

All personal email addresses held and used by the FRSA will have been provided with the consent of the members concerned.

### **3. Data Minimisation.**

All Data requested, held and used will be limited to its adequacy and relevance for the purposes for which it is processed.

As members leave the Scheme all appropriate personal Data will be removed from the system.

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### **4. Accuracy.**

Every endeavour will be made to ensure all Data held is accurate and relevant, and when necessary is updated as required should any changes be notified to the FRSA to preserve the overall integrity of their systems. Any inaccuracies or advised corrections to the personal Data held by the FRSA will be erased following their correction.

Land Registry records, and communication with solicitors and estate agents are used on a regular basis to verify and update property ownership.

### **5. Storage Limitation.**

All Data will be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.

Some Data may be retained for use as detailed in para 2 above, if considered relevant.

### **6. Integrity and Confidentiality (security).**

All Data is processed in a manner that ensures appropriate security of that data, this includes protection against unauthorised or unlawful processing or accidental loss, destruction or damage using appropriate technical or organisational measures.

Personal data is held on an online data storage host. Access is via two-factor identification and shared only between the minimum FRSA executive committee members who require the information to carry out their prime functions.

The data is securely backed up in real-time and able to be restored in the event of data corruption.

### **7. Accountability.**

All Executive Committee members of the FRSA shall be responsible for, and be able to demonstrate compliance with, the Associations commitment to the lawfulness, fairness and transparency of this Data protection statement.