



## GDPR POLICY

(To be used in conjunction with FRA Privacy Policy)

### 1. Introduction

The Fairlight Residents' Association (FRA) is committed to protecting the privacy and security of personal data. This General Data Protection Regulation (GDPR) Policy outlines the principles and guidelines governing the collection, processing, and storage of personal data by the FRA. This policy applies to all residents, members, volunteers, employees associated with the FRA and third-party service providers who assist us in delivering our services.

### 2. Scope

This policy applies to all personal data processed by the FRA, whether collected online, offline, or through any other means. Personal data refers to any information related to an identified or identifiable natural person.

### 3. Data Collection and Processing

**3.1 Lawfulness, Fairness, and Transparency:** Personal data will only be collected and processed with the explicit consent of the individual or if necessary for the performance of a contract, compliance with a legal obligation, protection of vital interests, consent, the performance of a task carried out in the public interest or in the exercise of official authority.

**3.2 Purpose Limitation:** Personal data will be collected for specified, explicit, and legitimate purposes and will not be further processed in a manner incompatible with those purposes.

**3.3 Data Minimisation:** The FRA will only collect and process personal data that is adequate, relevant, and limited to what is necessary for the purposes for which it is processed.

**3.4 Accuracy:** The FRA will take reasonable steps to ensure the accuracy of personal data and will rectify or erase inaccurate data without delay.

**3.5 Storage Limitation:** Personal data will be kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed.

**3.6 Integrity and Confidentiality:** The FRA will implement appropriate technical and organisational measures to ensure the security, integrity, and confidentiality of personal data.

## **4. Data Subject Rights**

Residents, members, and other individuals whose data is processed by the FRA have the following rights:

**4.1 Right to Access:** Individuals have the right to access their personal data and information about how it is processed.

**4.2 Right to Rectification:** Individuals have the right to rectify inaccurate personal data.

**4.3 Right to Erasure:** Individuals have the right to request the erasure of their personal data under certain circumstances.

**4.4 Right to Restriction of Processing:** Individuals have the right to request the restriction of processing of their personal data under certain circumstances.

**4.5 Right to Data Portability:** Individuals have the right to receive their personal data in a structured, commonly used, and machine-readable format.

**4.6 Right to Object:** Individuals have the right to object to the processing of their personal data under certain circumstances.

## **5. Data Breach Notification**

In the event of a personal data breach, the FRA will notify the affected individuals and the relevant supervisory authority in accordance with GDPR requirements.

## **6. Data Protection Officer (DPO)**

The FRA has appointed a Data Protection Officer who is responsible for ensuring compliance with this policy and GDPR requirements. The DPO can be contacted at [fairlightresidents@gmail.com](mailto:fairlightresidents@gmail.com) or by writing to THE DPO of FRA c/o Harlo, Hill Road, Fairlight, TN35 4AE

## **7. Review and Update**

This GDPR Policy will be regularly reviewed and updated to ensure ongoing compliance with data protection regulations and to reflect any changes in the FRA's data processing activities.

## **8. Contact Information**

For questions or concerns regarding this GDPR Policy or the processing of personal data by the FRA, please contact [fairlightresidents@gmail.com](mailto:fairlightresidents@gmail.com) or by writing to THE DPO of FRA c/o Harlo, Hill Road, Fairlight, TN35 4AE.

Date:

Signed:

To be reviewed: May 2026