



The Whiteley Homes Trust

Privacy Notice for a member of the WVRC, Club or Section Representative

Dear ,

The Whiteley Village Residents Committee and The Whiteley Homes Trust is committed to protecting your personal information and being transparent about the information we hold about you. We are governed by the DPA Act 2018 and from 25th May 2018, the EU General Data Protection Regulation. We are registered with the Information Commissioner's Office (ICO) with registration number Z8923170.

Information we hold about you:

As a WVRC Member, Club or Section representative we hold the following information:

- Name
- Address
- Email address
- Phone number
- Meetings attended
- Contributions made at meetings, as recorded in minutes

How information about you will be used:

The information that we hold may be used in the following ways:

- To contact you regarding committee meetings, decisions and minutes and any other committee related activities
- To publish in the Whiteley Villager Magazine as a reference or contact point for other villagers

The WVRC collects this personal data for the purpose of its *legitimate interests* as a residents committee for a retirement village.

Your data may be shared with members of staff of Whiteley Homes Trust who legitimately need the information to carry out their normal duties. However, we will not share it with any third parties.

For further information on how your information is used, how we maintain the security of your information, and your rights to access information we hold on you, please contact Stephanie Marks the Data Privacy Officer on 01932 504 699 or email dpo@whiteleyvillage.org.uk

Once read please keep page 1 and sign and hand page 2 back to Chris Goldsmith the Secretary of the WVRC who will pass it on to the Data Privacy Officer.

Please note under new GDPR legislation we will be unable to publish your details in The Whiteley Villager without having received this signed document.



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I acknowledge receipt of this Privacy Notice and I confirm that I have read and understood it.

**WVRC Member Name (Printed)
Rep**

Role of WVRC Member, Club or Section

Signature

Date