



**WANA**



WITHERLEY & ATTERTON  
NEIGHBOURS ASSOCIATION

## Data Protection Policy (v3)

### 1. Purpose

This Data Protection Policy explains how WANA protects people's **privacy** and their **right to understand** why personal data is collected, stored, and used. WANA is committed to handling personal data **lawfully, fairly, and transparently**, in line with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

This policy should be read alongside the **WANA General Rules** and **Code of Conduct**.

### 2. What Is Personal Data?

Personal data is information about a person that can **identify that individual**, either on its own or when combined with other information held by WANA.

Personal data may be stored **electronically or on paper** and includes, but is not limited to:

- Names and contact details
- Images and photographs
- Audio recordings
- Written records, correspondence, and meeting notes

The collection, storage, use, sharing, amendment, and deletion of personal data is known as "**processing**".

### 3. Lawful Basis for Processing

WANA processes personal data only where it is **necessary** to:

- Operate the association effectively
- Communicate with residents, members, and volunteers
- Organise meetings, activities, and events
- Meet its responsibilities under its Constitution and General Rules

Where required, WANA will seek **consent** before collecting or using personal data.

### 4. Responsibility

The **elected Steering Group officers** (Chair, Vice Chair, Treasurer, and Secretary) are responsible for ensuring that this policy is followed.

All Steering Group members, co-opted members, volunteers, and sub-groups are responsible for **observing this policy** in all areas of WANA's work, in line with the **Code of Conduct**.

## 5. Data Retention

WANA will normally retain personal data for a maximum of **three (3) years**.

- Information will be reviewed and updated every three years
- Personal data may be deleted sooner where it is no longer required
- Individuals may request that their personal data be removed at any time

## 6. Data Security

WANA will take **reasonable and proportionate steps** to ensure that personal data is:

- Stored securely
- Accessed only by those who need it for WANA purposes
- Protected from unauthorised access, loss, or misuse

## 7. Rights of Individuals

Individuals have the right to:

- Request access to their personal data
- Request correction of inaccurate or incomplete data
- Request deletion of their personal data, where appropriate

Requests relating to personal data should be made to the **WANA Secretary**.

## 8. Information Commissioner and Compliance

WANA will complete the **Information Commissioner's Office (ICO) self-assessment** at least annually to assess data protection compliance and to determine whether registration with the ICO is required.

- Self-assessment completed:
- Outcome: **No Registration required , No registration fee required**

## 9. Policy Review

This policy will be **reviewed annually**, or sooner if there are changes to legislation, guidance, or WANA activities.

Self assessment completed 7<sup>th</sup> February 2025

No fee required

Self assessment completed 19<sup>th</sup> March 2026

No Registration with the ICO required

### **Policy Review:**

We are committed to reviewing our policy and good practice annually.

### **Date Reviewed:**

March 2024

March 2025

Reviewed and agreed by the Steering Group 24<sup>h</sup> March 2026