



Harrow LETS

Local Exchange Trading Scheme
www.harrowlets.org.uk

Harrow LETS & General Data Protection Regulations (GDPR) June 2018

The GDPR regulations came into force effective from 25th May 2018. These regulations affect all organisations and if such organisations hold personal data of its members or any other person or organisation with which it does business then a statement must be produced on how the data is managed and used. This document shows the full details about personal data held by Harrow LETS and how it is handled. If you have any queries, please get in touch.

What Personal Data is held by Harrow LETS and how is it obtained?

One or more of the following which will have been freely supplied to Harrow LETS via application forms, or by registering on the Harrow LETS web site:

- Title • Initials • Forename(s) • Surname • Address • Telephone Number(s) • Email address • Gender • Date of birth (or just year of birth) • How you were referred to Harrow LETS • Account balance and transaction details

Who is responsible for managing personal data?

- Personal data is held under the custodianship of the Harrow LETS, with the designated Committee Members being responsible for maintaining the sets of Data provided freely to them. All Committee Members that handle Personal Data are fully aware of the importance of security.
- Any interested party is able to request a sight of their personal data at any time. Reciprocally, the relevant Harrow LETS appointee must be informed of any changes to personal data.

For what will the Personal Data be used, will it be shared and if so to whom?

- For the purpose for which it was supplied, that is for the running of Harrow LETS.
- To send out to Harrow LETS members, via email, or on paper, Offers and Wants, the Personal Data here will consist of individuals' names and contact details, but not their address.
- To share relevant Personal Data to other Committee Members on a strictly "need to know" basis. This would include the Harrow LETS website administrator. The privacy policy applying to the website can be viewed by clicking from the Home Page >About..Join >Privacy&Cookies: www.harrowlets.org.uk/info/Privacy&Cookies.php
- To send to members, via e-mail Harrow LETS announcements, newsletters, Committee decisions and events.
- All Harrow LETS officials that send out mass email communications have strict instructions to use the bcc (blind copy) facility, the use of which is one of the requirements set out in the GDPR guidelines.
- Personal Data will never be shared out / given / sold to any external parties. In the very unlikely occurrence of a security breach, all interested parties will be informed.
- Personal Data will never be used to distribute advertising or marketing material unless the Committee deems that it would be of considerable benefit to recipient(s).
- Personal data may be discussed in Harrow LETS Committee meetings and written into minutes of meetings. This information may be circulated on paper and via e-mail, but only to Committee members.
- A directory of goods and services will be visible online - anonymously - to the general public for publicity purposes and to members with their contact details, and members will be able to update them online.

Deletion of Personal Data

- In the case of Harrow LETS members, Personal Data will be deleted once Membership ceases or on request to the Membership Secretary.
 - For businesses/contractors, Personal Data will be removed if it is unlikely that any further business will be conducted with Harrow LETS.
-