Croxley Green History Project (CGHP)

April 2025

General Data Protection Regulations "GDPR"
The GDPR strengthens the rights that EU individuals have over their data, creating a uniform data protection law across Europe. It is the overall policy of the CGRA to comply with applicable GDPR regulations.
The CGHP is a small, non-funded, voluntary organisation with no commercial affiliations. Administration is by a committee of volunteers who live in Croxley Green.

It is (and continues to be) our responsibility to contact all parties for which we hold personal data and ensure agreements and procedures contain appropriate provisions for personal data we store.

Our key policy points:

1. Data collected by the CGHP: Generally, this will be the names, addresses and contact details of those who attend our meetings, whether they are regular committee meetings or extraordinary meetings covering our local history. This also includes the personal contact details of a resident who may contract us through the website or Facebook contact form
2. Data storage: Is by way of an electronic database controlled by the CGHP Webmaster, Chairman, Vice-Chairman or other nominated officer. This will normally be on a home computer system that is password protected and has security software installed.
3. Access: The above persons will have access and will be able to view the data referred to in 1;
4. Security: The data referred to in 1 will not be shared with any other organisation / body. Communications with persons referred in 1 will be by blind copy so as to ensure a person's data is not shared with any other person on the database of contacts.
5. Information: Meeting attendance sheets (lists) issued by the CGHP will include pre-printed information relating to the purpose for obtaining personal data (contact details), how people can contact the CGHP to have their data removed and, if required, their data history removed. A copy extract of the data placed on this form by an individual will be, upon request, provided to an individual.

The CGHP will be referred to as the 'Controller' of the personal data provided to us. We will only collect basic data which does not include any special types of information other than name, address, email, phone numbers.

FAQ's

Why we collect your data?
We need to know basic contact data in order to understand who attends our meetings and who corresponds with us from time to time. We will only collect personal data that we may need to in order to a) contact you and b) attend to your request.

What we may do with your data?
All the personal data we process is processed by our officers for the purpose of CGHP records/or administration. No third parties have access to your personal data unless the law allows them to do so.

How long we keep your data?

We will regularly review and edit our database of contacts to ensure it is up to date and pertinent.

What we would also like to do with your data?
If you have contacted us via email or contact form then we will use the data you have provided to process your request.

What are your rights?
If you believe the information, we may have is inaccurate then you can request to see this information and ask to have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact us and request that we investigate your complaint. If you are not satisfied with our response or believe we are processing your data improperly then you can complain to the Information Commissioner's Office https://ico.org.uk/