Horsham Blueprint
A plan for Horsham

PRIVACY NOTICE

Horsham Blueprint Neighbourhood Forum (Horsham Blueprint)

1. Your personal data – what is it?

Personal data relates to a individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR).

2. Processing of personal data

Includes obtaining, recording or holding the data (e.g. contact details) , or carrying out any operation or set of operations on the data including organising, amending, retrieving, using (e.g. to you send information about Horsham Blueprint disclosing, erasing or destroying it).

Horsham Blueprint is the data controller (contact details below). This means that Horsham Blueprint decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

Horsham Blueprint complies with its obligations under GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for the following purposes:

- To maintain our list of Horsham Blueprint members, supporters and interested parties
- To undertake evidence gathering for the purposes of Horsham Blueprint
- To maintain our records
- To keep members, supporters and interested parties informed
- To respond effectively to enquirers and handle any complaints
- For the implementation, monitoring and updating of the Horsham Blueprint Neighbourhood plan
- Horsham Blueprint will only hold contact details including email addresses.

4. **What is the legal basis for processing your personal data?**

We process your data as a member or supporter, or interested party in relation to Horsham Blueprint only.

Processing may also be necessary for carrying out any obligations required by law (e.g. any Health and Safety requirements for volunteers, etc).

5. **Sharing your personal data**

Your personal data will be treated as strictly confidential. Information will only be shared with third parties where it is expressly necessary for the implementation, monitoring and updates to the Neighbourhood Plan.

6. **How long do we keep your personal data?**
We will keep your data for a maximum of one year following you telling us that you no longer wish to be a member, supporter or interested party, and then only to meet any legal obligations.

7. Your rights and your personal data
Under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which Horsham Blueprint holds about you
- The right to request that Horsham Blueprint corrects any personal data if it is found to be inaccurate or out of date
- The right to request your personal data is erased where it is no longer necessary for Horsham Blueprint to retain such data
- The right to withdraw your consent to the processing of your personal data at any time
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- The right to object to the processing of personal data
- The right to lodge a complaint with the Information Commissioners Office

8. **Archiving in the Public Interest**
We may transfer personal data to the West Sussex Record Office for permanent preservation upon the dissolution of Horsham Blueprint. This will be done for archiving in the public interest as permitted by the Data Protection Act 2018. The purpose is to ensure the long-term availability of records for historical research and to preserve the collective memory of Blueprint and the production of the Horsham Blueprint Business Neighbourhood Plan.

9. **Contact details**
To exercise all relevant rights, queries, complaints or to unsubscribe from the Horsham Blueprint mailing list, please in the first instance contact the data controller, Horsham Blueprint by email: horshamblueprint@gmail.com

10. **Related Policies**
This statement should be read alongside the Data Protection Policy.