

Data Protection Policy

Tinakilly Park Residents' Association

Address: Tinakilly Park, Rathnew, Co. Wicklow

Email: tkpresidentsassociation@gmail.com

1. Introduction

The Tinakilly Park Residents' Association is committed to safeguarding the privacy rights of residents and members in line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. This policy outlines how personal data is collected, stored, managed, and protected by the Association.

2. Purpose of Data Collection

The Association collects personal data for the following legitimate purposes:

- Maintaining accurate contact records of residents
 - Communicating about Association meetings, events, and updates
 - Managing participation in WhatsApp group
 - Recording payments received for agreed estate-related costs
 - Organising community activities
 - Complying with legal or governance obligations
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3. Legal Basis for Processing

The Association processes data under the following lawful bases:

- **Consent:** Individuals provide consent to be contacted or included in groups
 - **Legitimate Interest:** To operate effectively as a community organisation
 - **Legal Obligation:** For financial record-keeping and reporting
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4. What Data is Collected

The Association may collect the following information:

- Full names and household address
 - Email addresses and phone numbers
 - Language preference
 - Records of payments and contributions
 - Consent forms (e.g. Junior Committee participation)
 - Digital group membership (WhatsApp)
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5. Data Storage and Record-Keeping

- All records are stored securely in the Residents' Association's shared Google Drive.
 - The Drive is maintained and managed by elected Committee Members only.
 - Access is restricted to those members with relevant responsibilities (e.g. Secretary, Treasurer, Chairperson, Communications Officer).
 - Financial records, payment receipts, and consent forms are filed in secure, access-controlled folders.
 - Data is reviewed annually to ensure accuracy and relevance.
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6. Access Control and Backup

- Only authorised Committee Members have access to the Google Drive.
 - Role-based permissions are set to control who can view or edit sensitive data.
 - The Drive is automatically backed up through Google's platform to protect against data loss.
 - Committee Members are briefed on responsible data handling and confidentiality.
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7. Communications Platforms

- Residents may be contacted through WhatsApp, email, website or flyers/posters.
 - All group communications are governed by guidelines that promote respectful, inclusive and secure exchanges.
 - Membership in digital groups is voluntary and can be withdrawn at any time.
 - Messages or notices shared via these platforms are relevant only to Association matters.
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8. Residents' Rights

Residents have the right to:

- Request access to their personal data
- Correct inaccurate or outdated information
- Withdraw consent at any time
- Request that their data be deleted
- Object to certain types of processing

All requests can be made by contacting: **tkpresidentsassociation@gmail.com**

9. Data Retention

- Personal data will only be retained as long as necessary for the purposes stated.
 - Financial records are retained for at least 6 years in line with standard governance requirements.
 - When no longer required, data will be deleted or securely destroyed.
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10. Policy Oversight and Review

- The Data Protection Policy is reviewed annually by the elected Committee.
- All Committee Members are responsible for ensuring compliance with the policy.
- Updates will be communicated to residents through appropriate channels.