West Didsbury Estate Community Group Data Protection Policy

## How do we store your data?

We store data on one member's cloud service, secured with two factor authentication. Only one person has direct access to data. No local copies of any data are maintained. Any data noted physically is transferred to the cloud service as quickly as possible and the physical copy or copies are destroyed.

Names, email addresses and phone numbers are stored in the address book of the group's email account. The email account is operated by Gandi.net.

## What are our responsibilities

We are required by law to notify all people on whom we store identifiable data (names, addresses, phone numbers etc) if we experience any form of data loss, including accidental (e.g. if some files were transferred to a memory stick that was lost) or malicious loss (e.g. if the cloud account is hacked, which we would be notified of by the cloud service).

## What are your rights?

* You can ask to see all data we hold on you at any time. If necessary, we can send copies of your information to you physically or electronically.
* You can ask us to delete all data we hold on you at any time.