

Neighbourhood Watch (NHW) Coordinator Personal Data Privacy Notice

1. Who to contact about your data, if needed:
 - (i) Your District Coordinator (you will be informed who this is when you have been registered as a coordinator), or
 - (ii) Your Regional Coordinator, (you will be informed who this is when you have been registered as a coordinator)
2. What personal data of yours we will collect:

Full name, home address, email address, and telephone number(s)
3. Why it is being collected:

Only as a result of you applying to register as a NHW coordinator. We keep the data for all coordinators so that we know how to communicate NHW information to you, predominantly by email.
4. Who will hold the data and why:
 - (i) Your NHW District Coordinator. He/she will hold this data for all the coordinators in the District, so that he/she can contact you and keep you informed about NHW information;
 - (ii) Your NHW Regional Coordinator. He/she will hold this data for all the coordinators in the Region, so that he/she can contact you and keep you informed about NHW information;
 - (iii) The Elmbridge NHW Data Protection Officer (DPO). A member of the Elmbridge NHW committee is nominated as DPO, and holds data for all coordinators in Elmbridge NHW. This data is shared with Elmbridge Police, so that they can contact coordinators directly when incidents occur in or near their watch.
5. Who is collecting your data:

You may be joining NHW as a coordinator through one of a number of channels:

 - (i) Your District or Regional Coordinator may contact you, either in person, or in response to an email or telephone request from you;
 - (ii) You may apply to a NHW representative at a NHW stand at a local fair, farmers' market or similar event.
6. How will your data be used:
 - (i) To send you NHW information emails – these may be forwarding relevant NHW information from the police, other emergency service (e.g. Fire & Rescue), National NHW, Trading Standards, Fraud Alert, or any other organisation providing important information about safety and security.
 - (ii) To invite you to NHW meetings and conferences.
 - (iii) If you have provided a phone number, you may be contacted by phone if there is an urgent message to convey.
 - (iv) Some NHW communications, e.g. NHW newsletters or invitations to NHW conferences, may show details of organisations that sponsor NHW activities,

or they may include information about security products that have special NHW discounts.

- (v) Your data will be held indefinitely, until such time as you wish to terminate your role as coordinator.
- (vi) If you want to terminate your role as coordinator, your personal details will be deleted from the coordinator database, but if you wish to remain as a member your details will be transferred to the record of members for the watch.
- (vii) If you are moving out of the area, we may offer to:
 - a. Transfer your data to another watch, if your new address is in the same NHW region, or
 - b. Transfer your data to another region, if your new address is in Elmbridge, or
 - c. Provide you with the NHW contact details if you are moving to another borough in Surrey.

7. Who will my data be shared with:

- (i) Within NHW
 - a. your District Coordinator and their deputy (if they have one), and
 - b. your Regional Coordinator and their deputy, and
 - c. the Elmbridge NHW DPO.
- (ii) Elmbridge Police.
- (iii) Your personal data will not be shared with any other organisation.

8. Consent

You have registered with NHW in order to receive NHW information, by giving your consent for NHW to use your personal data to achieve this; your email address if by email, your phone number if by phone, or your home address if in person.

9. You have the right to:

- (i) withdraw your consent to NHW holding your data at any time;
- (ii) lodge a complaint with a supervisory authority.