

Protecting data

We take the protection of data seriously. We have put together this guidance in accordance with our Data Protection Policy which can be found on our website page [**HERE**](#).

Understanding your responsibilities as a Coordinator:

What is personal data?

Personal data means any information that can identify someone.

Examples:

- Name
- Address
- Phone number
- Email
- CCTV images
- Vehicle registration
- WhatsApp group details

If you keep or share this information, data protection rules apply.

How you can protect data

Do

- Use the member system or password protect your documents and device
- Only collect essential information (name, address, email, contact number)
- Keep records accurate and up to date
- Remove details for residents who move away
- Check records regularly
- Use BCC for group emails
- Store paper records securely and locked away

Don't

- Share people's details or add to WhatsApp group without permission
- Leave data visible to others
- Don't share images publicly if they show people or property which could identify them without permission

The 7 main principles

- **Be Lawful, Fair and Transparent** - Only collect and use people's information for a clear and honest reason.
- **Only Use Data for the Purpose You Collected It** - Don't use people's information for unrelated reasons
- **Collect Only What You Need** - Do not gather excessive information.
- **Keep Information Accurate** - Make sure records are correct and updated.
- **Don't Keep Data Longer Than Needed** - Delete information when it is no longer useful.
- **Keep Information Secure** - Protect personal information from loss, theft or misuse.
- **Be Accountable** - Be able to show that you follow the rules.

Raising concerns

If you have concerns about data, please do check with us. enquiries@ourwatch.org.uk

Keep up to date

Use and Access) Act factsheets: what has changed in 2026

- [**UK GDPR and DPA factsheet**](#)
- [**PEC Regulations factsheet 6**](#)
- [**ICO factsheet**](#)