

1. What is Neighbourhood Watch in Spain

The names, "Vecinos Cooperando y Colaborando de España" and 'Neighbourhood WATCH IN Spain 'are registered in Madrid with the appropriate authorities.

We watch our neighbourhood not are Neighbours.

2. The Aims of Neighbourhood Watch in Spain

To reduce the opportunities for crime and anti-social behaviour to occur in **our** neighbourhood by deterring would be criminals and vandals.

To build a community spirit so that residents can contribute towards the protection of their property through cooperation and communication.

To facilitate the transfer of information speedily to members.

3. The Objectives of Neighbourhood Watch in Spain

To inform the Security Forces of the occurrence of suspicious incidents.

To quickly alert all residents of the occurrence of suspicious incidents.

To keep residents informed of different types of crime being committed in Spain

To keep residents informed of scams being committed in Spain

To advise generally how residents can protect their property and themselves.

To improve community safety generally.

Preventing crime by improving security, increasing vigilance, creating and maintaining a caring community.

Reducing opportunities for crime by increasing crime preventive awareness.

Assist the security forces in detecting crime by promoting effective communication and the prompt reporting of suspicious and criminal activity.

Encourage members to be vigilant at all times and contact the security forces to report any suspicious behaviour.

Keep a check on vulnerable residents and those that are away.

Reduce the undue fear of crime by providing accurate information about risks and by promoting a sense of security and community spirit, particularly amongst the more vulnerable members of our community.

Improve security forces/community liaison by providing effective communications through Neighbourhood Watch messaging systems.

4. Guidelines for Lead Coordinators

A Lead Coordinator will act as a focal point of contact for the Coordinators **and** the Central Management Committee. Disseminating information received **from** the Security Agencies and the Central Committee to the Coordinators.

Coordinators will act as a point of contact for as many neighbours as agreed **by** the Branch, it is generally recommended 20 households.

Coordinators may be asked to attend local meeting on a frequency agreed with the Lead Coordinator.

Information can be disseminated via electronic means, verbally or paper.

All Coordinators are encouraged to get to know their neighbours so that strangers, who may be criminals, can be easily be identified and reported to the Security Agencies for further investigation. Remember we do not Patrol the streets, we are only the extra eyes and ears for the Security Agencies and **the** Community.

The main advice is should you see someone, whom you **believe** is doing something illegal, **immediately call 112 to report it.** There are operators available on this number who speak Spanish, English and German. Without putting yourself in danger – try to obtain the registration number of any vehicle they may be using and/or a description of the person – especially any scars or tattoos. Try taking a photograph with your mobile phone so this can be sent to the Security Agencies.

5. Guidelines for Affiliated Branches

The names, ‘Vecinos Cooperando y Colabrando de España’ and Neighbourhood Watch in Spain are registered in Madrid with the appropriate authorities and may only be used by affiliated Branches recognised by the Central Management Committee of the said Association. To ensure that the Association remains in good standing and within the laws of Spain all affiliated Branches must adhere to the Statutes of the Association and the following Guidelines.

As an Association:

We are non-political, non-sectarian and non-racial.

We do not patrol the streets as vigilantes

We do not organise or attend demonstrations under the name of Neighbourhood Watch

We do not ask money for our services, although members setting up a new Branch may agree donations to cover the initial costs.

Affiliated Branches

Sponsorship – may be accepted from legally registered Companies in Spain. Details of these companies must be sent to the Central Management Committee so that written approval can be supplied which will enable the company to use the NHW Logo on advertisement material.

The NHW Logo **MUST NOT** be used on items such as street signs, posters etc. that may be displayed in public areas without prior permission from the local Town Hall.

Registration – Branches have a responsibility to keep the Central Management Committee up to date with the name, telephone number and other contact details of their President/Lead Coordinator. Details of members, Coordinators must be supplied to the Central Membership Secretary who will issue membership cards. All applicants must sign the appropriate application form which covers the data protection act.

Press Releases – All press releases must be submitted to the Central Press Officer for authorisation **prior** to submission for publication.

Data Protection – President/Lead Coordinators are responsible for adhering to the Data Privacy Notice in relation to the processing of personal data. This is a requirement under the new EU General Data Protection Regulation 2016/679 (GDPR).

Finance – Branches will submit an account of monies held by the branch annually.

Social Media – Branches that use Social Media as a communication vehicle are responsible for the accuracy of the content posted and will be responsible for removing items that infringe Spanish Law, i.e. personal privacy. See the section on Social Media.

6. Social Media Guidelines

Branches can establish a closed page for the transmission of crimes and NHW information in their area.

An administrator for the site, who must be a registered member of NHW, must be appointed who is responsible for approving member's requests to be contributors.

The administrator will be legally responsible for monitoring the site and needs to be proactive in removing inaccurate, misleading content posted.

The following information should not be posted, photographs of individuals or vehicle number plates. These should be given to the appropriate security Agencies.

The Central Management Committee reserve the right to ask any Branch that posts information that calls into disrepute the reputation of Neighbourhood Watch in Spain to close the site.

7. General Data Protection Regulation 2016/679.

Privacy Notice

Introduction

The Vecinos Cooperando y Colaborando de España (Neighbourhood Watch in Spain) is a legal entity representing the interests of the members who are resident in Mainland Spain It is registered in Autonomico de Asociaciones de la Comunidad Valenciana Unidad de Alicante con el número 08/66753 and with the Spanish Tax authorities. CIF Number: G53790465 de 16 de December of 2004. The Vecinos Cooperando y Colaborando de España (also known as Neighbourhood Watch in Spain) hereafter referred to as the Association is committed to protecting and respecting your privacy. This Notice explains when and why we collect personal information about people who join the Association, how we use it, the conditions under which we may disclose it to others and how we keep it secure. We may change this Policy from time to time but we will send any revisions to all members.

YOUR PERSONAL DATA – WHAT IS IT?

Personal data relates to a living 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 EU

General Data Protection Regulation 2016/679 (the “GDPR”) for more information about the GDPR please follow this link: <https://www.eugdpr.org/>

HOW DO WE COLLECT PERSONAL DATA FROM YOU?

We obtain information about you when you register to become a member, or e-mail us for any reason.

WHAT TYPE OF INFORMATION IS COLLECTED FROM YOU?

The personal information we collect might include your name, address, email address, telephone number and your reason for contacting us.

WHO ARE WE?

The Association is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes. For practical purposes the elected committee of the Association exercises this responsibility.

HOW DO WE PROCESS YOUR PERSONAL DATA?

The Association complies with its obligations under the 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 and by ensuring that appropriate technical measures are in place to protect personal data.

WE USE YOUR PERSONAL DATA FOR THE FOLLOWING PURPOSES: -

- For administration of your membership of the Association.
- To communicate with you about the activities of the Association and to provide information relevant to the aims and objectives of the Association.
- To relay messages and information provided by the British Consulate or other Spanish Government Agencies

WHAT IS THE LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA?

Article 6 of the GDPR (Lawful basis for Data Processing)

- Consent of the data subject;
- Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract;
- Processing is necessary for compliance with a legal obligation;

Article 9 of the GDPR (Processing of special categories of personal data)

- Explicit consent of the data subject

SHARING YOUR PERSONAL DATA

Your personal data will be treated as strictly confidential, and will be shared only with members of the Committee and, when required by law, with Spanish governmental bodies. We will not share your data with third parties without your explicit consent.

HOW LONG DO WE KEEP YOUR PERSONAL DATA?

We keep your personal data for the duration of your membership of the Association and no longer than reasonably necessary up to a maximum of 12 months in order to update our records at the subsequent AGM.

YOUR RIGHTS AND YOUR PERSONAL DATA.

Unless subject to an exemption 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 the Association holds about you;
- The right to request that the Association 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 the Association to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide the data subject with his/her personal data;
- 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.

TRANSFER OF DATA ABROAD

There is no intention to transfer personal data to countries or territories outside the EU you must arrange this for yourself if such action becomes necessary.

Audit – Branches will have to submit an audit record to the Central Management Committee confirming they have complied with the GDPR during the last 12 month period.

PUBLIC LIABILITY INSURANCE

The National Association does not carry 3rd Party Liability Insurance and does not accept any responsibility for any local events Branches are organising, either to raise funds for the Branch or Community under the name of Neighbourhood Watch.

This is acceptable with the proviso that the Branch has 3rd Party Liability Insurance in place or is under the Town Halls umbrella Insurance.

It is the responsibility of each Branch to ensure that they abide by the law and standard practice within Spain concerning 3rd Party Liability Insurance

Authorisation

The President/Lead Coordinator of a registered or new Branch must provide signed acceptance of the guidelines outlined in this Handbook. They will then receive a letter of authorisation granting permission to organise and run NHW as an Affiliated Branch of the Association, within the Statutes of the Association and the Guidelines contained in this document.

Failure to sign up to these guidelines will cause the Branch to no longer come legally under the remit of the Association and thereby unable to use the NHW logo or the name. All signs will have to be removed and the branch will have to go through the Registration process with Madrid.

Firma:

Branch:

Date: