

Bidford On Avon Allotment Association (The Association) General Data Protection Regulation

Personal Information-Privacy Notice

The Association holds and uses personal data about its Members. In the context of data protection legislation the Association is a “data controller”.

This privacy notice lets you know what happens to any personal data you give to us as part of your membership of the Association. Members trust is important and we aim to ensure we safeguard your personal data.

In accordance with the GDPR we are providing you with clarity on what data we have; how we use it; why we need it and who has access to it.

We are providing you with this notice because:-

- You are an existing Member of The Association and we are required to inform you of your rights relating to the personal information we hold, or
- You are making an application for a Plot on our Site at Salford Road Bidford On Avon (the Site) and if successful will become a Member of The Association.

Compliance

The Association is categorised as a non-profit organisation and as we process information relevant to managing The Site there is no requirement for The Association to register with Information Commissioners Office (ICO)

The lawful basis under the GDPR which we rely on to process your personal data is referred to as ‘legitimate interests’.

Legitimate interests applies since, as an allotment organisation The Association processes data only in order to manage the Site and tenancies. This is information that we require in order to undertake our role.

We do not collect special category or sensitive data as specified by the GDPR. Therefore we are not obliged to seek consent to hold data from our Members or applicants for Plots.

By way of this notice The Association is communicating its privacy policy to both Members and applicants. This privacy notice appears at www.bidfordonavon-pc.gov.uk/bidford-allotment-association. New applicants will be directed to this privacy notice and New Members will be reminded of it upon signing a tenancy agreement.

Data Protection Principles

The Association complies with Data protection law and principles, which means your data will be:

- used lawfully, fairly and in a transparent way
- collected only for valid purposes that we have clearly explained to you and not used in a way that is incompatible with those purposes
- relevant to the purposes we have told you about and limited to only those purposes
- accurate and kept up to date
- kept only as long as necessary for the purposes we have told you about
- kept securely.

The Information we hold about you

In connection with your membership of the Association we collect, store and use the following categories of personal information about you:

- Your title and full name
- Your postal address
- Your e mail address
- Your home and mobile telephone numbers
- Your Plot Number licence fee, any deposit paid and any associated charges relating to your Plot.

How is your personal information collected?

The Association collects personal information about you from the following sources:

- Your application when applying for a plot
- A formal application for membership
- A completed tenancy agreement.

How we will use personal information

The Association collects information in order to manage the Site and tenancies. We only use personal information for the operation of your membership of the Association and this enables the following

- To send invoices for licence fees and other charges relating to the Plot
- Communicate with you by e mail telephone and post

Keeping your personal information up to date

If any of your personal information changes, you must inform the Association as soon as possible so that records can reflect the correct information.

How we use special category or sensitive information

The Association does not request or hold data or information in these categories.

Data Sharing

The names and addresses of Members may be submitted to the Clerk to the Bidford Parish Council if such information is requested or to an Insurer as part of a request for insurance for the Site. Other than the above we will not sell or share data with any other party without your written consent.

Data Security

Data is only accessible to those in the Association who have a need to use it to undertake the Associations activities.

The Association has in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised manner altered or disclosed.

Members information is held securely in an electronic database. Appropriate tools such as firewalls are in place and antivirus software is kept up to date.

Where third parties are used, for e mail or postal communications, we ensure that such suppliers are as appropriate fully certified and compliant with applicable privacy shield frameworks.

Information held on paper is kept safely and to a minimum with access limited to those who need to use it.

The Association have in place procedures to deal with any suspected data security breach and will notify you and the ICO's office of any suspected breach where we are legally required to do so.

Data Retention

The Association hold data for only so long as reasonably required. Your personal data will be held so long as you remain a Member.

For applicants who withdraw from the Plot waiting list data information will be removed immediately and or destroyed.

Historic records and other non-essential and time expired information will be routinely deleted and destroyed.

Rights of Access, Correction, Erasure, and Restriction

The GDPR specifies your rights in connection with personal information. Under certain circumstances, by law you have the right to:

- Request access to your personal information (known as a data subject access request). This enables you to receive a copy of the personal information held about you and check that the Association is lawfully processing it.

- Request correction of the personal information that is held about you. This enables you to have any incomplete or inaccurate information corrected.
- Request erasure of your personal information. This enables you to ask the Association to delete or remove personal information where there is no good reason for the information continuing to be processed. You also have the right to ask the Association to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Request the restriction of processing your personal information. This enables you to ask the Association to suspend the processing of personal information about you if you want to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to a third party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal details, or request that we transfer your personal information to another party please contact The Secretary through bidfordallotments@outlook.com

Why is all this necessary?

The Association is legally obliged to comply with current data protection regulations in relation to the GDPR. It is required to provide you with details on the kind of information that it may hold on you and how it is processed.

Data Protection Issues

If you have any questions about this privacy notice or how the Association handles your personal information please contact the secretary through bidfordallotments@outlook.com.

You have the right to make a complaint at any time to the Information Commissioners Office being the UK's supervisory authority for data protection issues -Wycliffe House Water Lane, Wilmslow Cheshire SK9 5AF (0303 123 1113)