



## **GLEBE ROAD ALLOTMENT ASSOCIATION - DARLINGTON - DL1 3FF**

*Email: [gleberoadallotments@yahoo.co.uk](mailto:gleberoadallotments@yahoo.co.uk) Website: <http://gleberoadallotments.btck.co.uk>*

### **PRIVACY NOTICE**

This Privacy Notice provides information about how we use your personal information and about your data about protection rights

#### **Who We Are and What We Do**

Glebe Road Allotment Association is a non-profitable organisation. We are a self-managed site and are run by a Committee. Personal information is collected to enable the Committee to manage the rental of allotments to its tenants.

For the purposes of Data Protection, Glebe Road Allotment Association is the Data Controller for your information.

#### **What type of personal information do we collect and how do we collect it?**

We collect the following personal information about you using your application form when applying for an allotment and completed and signed tenancy agreements:

- Your name
- Your address
- Your land line and mobile phone numbers and email address
- Your rental information and associated charges for your plot.

#### **What is our lawful basis to obtain and use your personal data?**

The lawful basis under the GDPR which we rely on to process your personal data is known as 'legitimate interests' whereby under Article 6(1) consent is not required.

Legitimate interests applies since, as an allotment organisation, we process personal data in order to manage our site and tenancies. This is information that we require in order to undertake our role and meet the conditions of our lease with Darlington Borough Council.

*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 allotment plots. (Article 6(1))*



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By way of this notice we are communicating our privacy policy to both members and applicants. This privacy notice is posted on our website and copies are available at our trading shed. New applicants will be directed to this privacy notice. New tenants will be reminded of the privacy notice at the time of signing tenancy agreements.

### **What is your personal information used for?**

We collect your information for the following purposes:

- to allow allotment plots to be allocated on a fair basis.
- to enable the effective management of allotment tenancies.
- To communicate with you by post, email and telephone
- to enable enquiries and complaints to be investigated and responded to.
- to provide you with information relating to your tenancy at Glebe Road Allotments
- to provide insurance liability cover through the National Allotment Society Insurance

### **Will your personal information be shared?**

Information may be shared within the Committee for managing the site and your tenancy. Only those committee members who need access to the data have access - Chairman, Secretary, Treasurer, Plots Manager.

We may share your name, address and e mail address with the National Allotment Society for the purpose of providing liability insurance.

We may need to share your personal information where we have a statutory obligation to do so, such as for the purposes of the prevention or detection of crime.

### **How do we keep your personal information secure?**

We have procedures in place to protect your data and in order to comply with data protection legislation. Information is held electronically and documents holding your information are password protected.



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We use third parties for bulk email communications (Yahoo) the account is password protected and available only to the secretary.

Information held on paper (hard copies) is kept to a minimum and kept securely with access limited to those who need to use it.

### **How long will we keep your personal information?**

After your tenancy is terminated, we will retain your information for 6 years.

For applicants who withdraw from our waiting list your name only will be kept for 6 years.

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

### **Is your personal information processed outside the European Economic Community (EEC)?**

We do not process your personal information outside the EEC.

### **Marketing**

At no time will your information be passed to organisations external to us and our partners for marketing or sales purposes or for any commercial use without your prior express consent.

### **What are your Information Rights?**

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right:

- to have any inaccuracies corrected.
- to have your personal data erased.
- to place a restriction on our processing of your data.
- to object to processing and
- to request your data to be ported (data portability)
- to request a copy of any personal information held about you.

**To exercise any of these rights or should you have any complaints about how your personal data is managed please speak to one of the Committee or e mail [gleberoadallotments@yahoo.co.uk](mailto:gleberoadallotments@yahoo.co.uk)**



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If you have any complaints or require advice, you can also contact the [Information Commissioners Office](#)

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

**Telephone:** 0303 123 1113 (local rate) or 01625 545 745

**Fax:** 01625 524 510

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### **DATA PROTECTION PROCEDURE**

This Procedure sets out the way in which the Association collects, securely stores and uses your personal information.

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- Your name
- Your address
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#### ***Collecting your information***

*Persons wanting to rent a plot on our site complete an application form setting personal information above.*

#### ***Storing personal information***

- *The Secretary or Plots Manager will keep a paper copy of the application forms in the PLOTS MANAGER FILE.*
- *The information is transferred to the - WAITING LIST held in a password protected word document.*
- *When a person becomes a plot holder their personal information is transferred to the PLOT HOLDERS LIST held on a password protected excel spreadsheet.*



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- If an applicant advises that they no longer want a plot their information is removed from the waiting list and their name only is transferred DECLINED PLOT/REMOVED FROM LIST section of the WAITING LIST.
- When plot holder relinquishes a plot or their tenancy is terminated by a Notice to Quit their information is removed from the plot holder list and their name only is transferred to the RELINQUISHED PLOT OR EVICTED section of the waiting list.
- Names and email address are also stored in a password protected YAHOO email account [gleberoadallotments@yhaoo.co.uk](mailto:gleberoadallotments@yhaoo.co.uk). Mass e mails are sent as blind copies.
- All electronically stored information is held on a password protected computer controlled by the secretary
- Paper copies of plot applications, waiting list, plot holder lists and correspondence will be held at the secretary's home. If it is necessary to transport data it will be kept secure.
- The Secretary will process membership information electronically and hold all information on a password protected spreadsheet on a secure computer.
- A backup of the information will be held on a password protected flash drive.

### **Accuracy**

- We will endeavour to maintain accurate records, but we rely on members keeping us up-to-date.
- Members can at any time ask the Secretary for a copy of their recorded data. To request this, send an email to
- [gleberoadallotments@yahoo.co.uk](mailto:gleberoadallotments@yahoo.co.uk).

For more information, the ICO website is here: <https://ico.org.uk/>