

Our Privacy Policy

GENERAL DATA PROTECTION REGULATION POLICY (“GDPR”)

Privacy Notice

The Littlewicks Allotment Association (“the Association”) holds Members personal data solely to enable the Association to maintain membership records and keep in contact with Members. The Association is fully committed to protecting the personal information of Members in accordance with the General Data Protection Regulation (GDPR).

This Policy gives you detailed information on when and why we collect your personal information, how we use it and how we keep it secure.

Personal Information

The only personal information we hold is that provided by people who have asked to go on the waiting List, and information provided by Members. 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.

Waiting List Data

To enable the Committee to be able to communicate with people on the Association’s Waiting List the following data is held:

- Name
- Address
- Email address
- Telephone numbers (home or mobile)

This information will be collected when you contact the Association about plot availability. We only hold the data that is required to contact you once a plot becomes available. This Data will then be transferred to the Membership Database when a contract is signed. We will not request or hold any unnecessary personal data.

Membership Data

To enable the Committee to be able to communicate with Members the following data is held:

- Name
- Plot number
- Address
- Date of joining
- Email address
- Telephone numbers (home or mobile)
- Amount of key deposit paid

This information will be collected when you sign your Contract for your Plot.

We only hold the data that is required to contact you in the normal course of your rental agreement. We will not request or hold any unnecessary personal data.

Use of Data

The personal data provided by Members is used primarily to keep Members up to date with relevant information about the Association (eg newsletters), advise Members of the date of the AGM and send Members annual Rent Demands. Communication is by email and always uses BCC if to all plot holders.

Data Sharing

We do not share our databases with third parties.

Data Security

Data is only accessible to those who need to use it to undertake our Association's activities.

We have in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, 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.

Data Retention

We only hold data as long as we reasonably need it. We will retain your personal information for as long as you are a member and tenant of the Association and then for a short retention period.

For applicants who withdraw from our waiting list your information will be deleted immediately from our records.

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

Responsibilities

The Committee of the Association recognises its overall legal responsibility for compliance with GDPR.

Day to day responsibility for Data Protection is delegated to The Chair of the Association who will be responsible for:

- briefing the Committee on GDPR and Data Protection responsibilities as required
- reviewing Data Protection and related policies at appropriate intervals
- handling any Subject Access requests
- recommending to the Committee any procedural changes to ensure GDPR compliance.

All Committee members have the following responsibilities:

- assisting the Chair in identifying areas which have Data Protection implications
- adopting and implementing policies and procedures, which take full account of Data Protection requirements.

The Society is committed to good practice in respect of the handling Personal Data and compliance with the requirements of the General Data Protection Regulation (“GDPR”).

We will never share, sell, rent or trade your personal information to any third party for marketing purposes.

Your Rights

All Members, individuals on the Waiting List and Helpers have the right to withdraw their consent to the Association holding their data at any time.

If you wish to withdraw your consent please contact: The Chair of the Committee.

Please note that the Association’s inability to contact you, particularly with regard to rent demands, will result in the forfeiture of your plot.

Contact Details

You should feel free to amend the personal information we hold on you so please contact us if you wish to know what information we hold.

If any Member has any concerns or queries please contact The Chair via email