



## Personal Information – Privacy Notice

Little Chester Allotment Association (LCAA) holds and uses personal data about its members. In the context of data protection legislation, it is a 'data controller'.

This privacy notice lets you know what happens to any personal data you give to us or we may collect from you. Your trust is important to us and we are committed to safeguarding your personal data.

In accordance with the General Data Protection Regulation (GDPR) which was incorporated into UK law on 25<sup>th</sup> May 2018 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 privacy notice because:

- you are an existing member of LCAA, and we are required to inform you of your rights relating to the personal information we hold, *or*
- you are making an application for an allotment and if successful will become a member of LCAA.

### Compliance

Little Chester Allotment Association is categorised as a non-profit organisation and, as we process only information relevant to managing the allotment site, there is no requirement for us to register with the Information Commissioner's Office.

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

'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 Derby City 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.

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 from the community room. 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.

### **Data protection principles**

We comply with data protection law and principles, which means that 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 any way that is incompatible with those purposes
- relevant to the purposes we have told you about and limited only to 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 LCAA we collect, store and use the following categories of personal information about you:

- your title and full name
- your postal address
- your email address
- your home and/or mobile telephone numbers
- date of joining LCAA
- your rental and associated charges for your plot

### **How is your personal information collected?**

We collect personal information about you from the following sources:

- your application form when applying for an allotment plot
- a formal application for membership of LCAA
- completed and signed tenancy agreements

## **How we will use personal information**

We collect information in order to manage our site and tenancies. We only use your personal information for the operation of your membership, and this enables us to:

- send annual invoices for rental and other related charges
- communicate with you by email, telephone and post
- keep in touch through regular newsletters which may include site news, important notifications, communications about our new products and special offers, annual general meetings and other meetings, workshops, competitions and site activities.

## **Keeping your personal information up to date**

If any of your personal information should change, such as your contact details or address, you should inform us as soon as possible so that we can keep our records up to date.

## **How we use special category or sensitive data as specified by the GDPR**

We do not request or hold data or information within this category.

## **Data sharing**

We do not share our databases with third parties.

## **Data security**

Data are only accessible to those who need to use it to undertake our organisation'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.

Where we use third parties, including marketing automation platforms, for bulk email or postal communications we ensure that such suppliers are, as appropriate, fully certified and compliant with applicable privacy shield frameworks. Members' information is shared with the National Allotment Association for the purpose of registration for members' insurance.

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

We have in place procedures to deal with any suspected data security breach and will notify you and the Information Commissioner's Office of a suspected breach where we are legally required to do so.

## **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 LCAA 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 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 (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact: [secretary@littlechesterallotments.org.uk](mailto:secretary@littlechesterallotments.org.uk)

### **Why is all of this necessary?**

LCAA is legally obliged to comply with current data protection obligations both in relation to the GDPR and the terms of the society's lease. It is required to provide you with details on the kind of information that it may be holding about you and how it is processed.

### **Data protection issues**

If you have any questions about this privacy notice or how we handle your personal information, please contact [secretary@littlechesterallotments.org.uk](mailto:secretary@littlechesterallotments.org.uk). You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

September 2024