

Totnes Allotments Association Privacy statement May 2018

This privacy statement sets out the way we process or use personal information and gives details of our privacy policy.

Totnes Allotments Association exists for the benefit of its members. We respect the privacy of those members and therefore seek to ensure that personal information is handled properly and that it complies with the requirements of the General Data Protection Regulations (GDPR) 2018.

Lawful reason to process data:

Under GDPR 2018 there are a number of lawful reasons that we can use (or 'process') personal information. One of these lawful reasons is called 'Legitimate Interests'. Broadly speaking 'Legitimate Interests' means that we can use your personal information if we have a genuine and legitimate reason to do so and we are not harming any of your rights and interests. This includes communicating with you concerning issues relating to allotments.

The Committee of the Association has conducted a Legitimate Interests Assessment using guidelines from the Information Commission Office, and a copy of this is kept to demonstrate compliance with the GDPR.

Under this lawful basis for processing data, we can use your information to deliver our objectives which are:

Aim

To assist all members in the pursuit of gardening as a recreation and promote health, education and community fellowship

Objects

(a) To actively cooperate with groups and organisations with a view to increasing the provision of allotments and improving standards and facilities

(b) To establish a working relationship with Totnes Town Council and other landlords with the object of improving facilities, carrying out essential landlord maintenance, preparation of allotment gardens for letting, producing publicity about availability of allotments and early consultation on allotment matters e.g. proposed site changes, rent levels and reviewing the tenancy agreement which sets out responsibilities of the landlord and the tenant.

(c) To administer any distribution service, communal maintenance machinery and equipment including a seed scheme for members.

(d) To help new gardeners on the site in whatever way is appropriate including providing where possible introduction to a nearby experienced gardener with the view to special help during early months of tenancy.

What personal information we will hold

We will maintain a list of members' contact details, name, address, telephone number and email address.

How we will use your information

We prefer to communicate by email, but will on occasion contact you by letter or telephone.

The contact details are held on a spreadsheet which is password protected. It is only accessible to the Officers of the Association. A printed copy is held securely as a back-up.

Site Co-ordinators will keep an up to date list of details of people on their site and no contact details will be shared with members without an individual's consent.

We will not give your information to any other organisation, company or person.

Site Groups may wish to communicate between themselves. Any email list for this purpose must be put together separately, with the consent of each of the tenants concerned.

Holding information

Your personal information will be deleted from our records when you resign from the association.