

Benenden Allotment Association Privacy Notice

Our contact details:

Name: Benenden Allotment Association
Chair's Address: The Old Livery Stables, The Green
Benenden
CRANBROOK
TN17 4DL
E-mail: allotments@benendenparishcouncil.org

The type of personal information we collect:

We currently collect and process the following information:

- Name, and contact details (address, email, phone).
- Membership information such as your joining date, plot number.
- Payment information (membership, rent, water bills), and bank details if required to make payment.

How we get the personal information and why we have it:

The personal information we process is provided to us directly by you as part of your membership.

We use the information that you have given us so that we can contact you, take payment for rent, subscriptions, water bills, to check that you've made any payments due, and confirm that your membership is still valid.

We will share this information with National Society of Allotmenters and Land Gardeners (NSALG), with our bank, and with our insurers to provide cover for you.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

We have contractual obligations. We have a tenancy agreement with Plot-holders which requires us to hold details about your tenancy. We have an agreement with the NSALG and insurers that requires your details.

We have a legitimate interest. It is in our commercial interests to hold your contact details to enable us to manage your tenancy and membership of Benenden Allotment Association.

We review this Privacy Statement and our data protection processes on an annual basis, or if an incident or complaint occurs.

How we store your personal information:

Your information is securely stored.

We keep name and contact details, banking and payment information for two years after your membership and / or tenancy finishes. We will anonymise any information held, and then dispose of your personal information by deleting electronically held data and shredding any paper records.

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Your data protection rights:

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us using the details above if you wish to make a request.

How to complain:

If you have any concerns about our use of your personal information, you can make a complaint to us using the information above.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>