

Stuart Road Allotment Society Limited

Privacy and Data Protection Policy

This statement sets out how Stuart Road Allotment Society Limited will treat your personal information in accordance with the General Data Protection Regulation 2016.

Registering with The Information Commissioner

Since our Allotment Society processes only information which is relevant to managing our site and the affairs of our Society, we do not need to register with the Information Commissioner. We do however meet the current legal requirements in the processing we do.

What personal data do we collect and process about you?

To manage the allotment society and its service we hold the following data about each of our members:

- Full name
- Postal address
- Email address
- Landline and/or mobile phone number
- Your plot number

This data is electronically securely stored by the Society and available only to serving officers, committee members and authorised volunteers.

For what purposes do we collect and use your personal data?

We only collect information needed for the business of the Society. This includes:

- Administration and collection of rents
- Sending your periodic emails relevant to the running of the Society (plot inspections, newsletter, informing you of events taking place)
- Sending you information about meetings
- Answering any general enquiries you may have
- Contacting you in an emergency
- Responding to any complaints
- To enable compliance with statutory and legal obligations

Your data will not be passed on to any other third party without your prior permission.

Your data will only be held for as long as needed. Your data will be deleted when you leave the Society, although note that there are good reasons for holding ex-plot holders' details for a time in case of further contact.

What are your Rights?

Each member is entitled to see their own entry

Each member is entitled to correct information that the Society hold about them if incomplete or inaccurate.

Updating information

Members are asked to confirm or correct personal information held about them when they pay their rent and renew their membership every year.

Please let the Society know if any information held about you requires updating.

Questions

Contact the Society regarding any questions you may have.

stuartallotmentsociety@gmail.com

Complaints

Complaints in the first instance, should be made to stuartroadallotmentsociety@gmail.com

Members also have the right to contact the Commissioner's office www.ico.org.uk/concerns

Changes to our Privacy Policy

If in the future we make any changes to our privacy policy, the latest version will be circulated via email and posted on our website