

SOUTH HARPENDEN ALLOTMENTS & GARDENS SOCIETY - GDPR PRIVACY STATEMENT

As part of the running of the South Harpenden Allotments & Gardens Society the Committee keeps records of members' details, as filled out in the original membership/tenancy agreement – the member's name and address, telephone number and email address. This information is used to keep in touch with current members via newsletters and emails and also to distribute the annual rent renewals. Members without an email address receive correspondence in writing. The information on membership numbers and plot occupation is forwarded as required to Harpenden Town Council, as the statutory provider of the allotment site.

Your personal information will not be shared with any third party without your prior consent.

Right to Process Information

GDPR Article 6 (1) (a) (b) (Data Protection Act 2018)

Processing is with consent of the data subject

And

Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract (tenancy agreement)

Access to Information

A hard copy of the tenancy agreement is kept and the contact and plot details are entered on a spreadsheet database by the Lettings Secretary allotlet@gmail.com. This information is only shared within the members of the Committee to assist running the Society. You have the right to request access to the information we have on you. You can do this by contacting us by email or post. You will be required to provide proof of identity.

Information Security

Our newsletter and other emails sent out by our Communications Officer on shallotments@gmail.com are sent as a blind copy (Bcc) so as not to expose other members' details.

The database is password protected and is not passed to any other individual or organisation.

When a member gives up a plot their name is removed as the current plot holder, but we hold their contact details for a short time in case there are any issues with the plot, i.e. tools/equipment, rubbish left behind, after which it will be either deleted or shredded whichever is appropriate.

Rights related to Automated Decision Making and Profiling

Harpenden Town Council does not use automated decision making or profiling of personal data.

Information Correction

Any member may request to see what information is held by the Society. We ask that you inform us of any change to your contact details. If you believe that the information that we hold on you is incorrect, you may contact us in order that we can keep your data accurate.

Right to object

We only hold contact details on our database that are essential to running the society, but if you are unhappy with this, or believe that the details that we hold are incorrect, you may object and should contact the Society's secretary on allotsec@outlook.com

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to our Society's Secretary on allotsec@outlook.com or the Information Commissioners Office: casework@ico.org.uk Tel: 0303 123 1113