

St Clement's & District Allotment Association

GDPR Privacy Notice

On May 25th the General Data Protection Requirement (GDPR) comes into force – replacing the previous Data Protection Act. Requirements include that members of all organisations need to **be made aware of** the information held about them, and the **uses** to which that data are put.

The Allotment Association holds some (or all) of the following data about each of its members:

1. Name
 2. Plot number
 3. Postal address
 4. Landline phone number and/or mobile phone number
 5. Email address
- This data is physically and electronically securely stored by [the Membership Secretary] (acting as GDPR Data Controller) and available only to serving Committee members.
 - The Association itself uses this information to contact you to inform you of its activities over the year including administration of rents and general meetings.
 - The Association does **not** have dealings with third parties where basic personal information (name, address, preferred form of contact) is required to be passed to them (such as insurers, seed suppliers, Local Government or other allotment organisations).
 - Your data will not be passed on to any other third party without your prior permission.
 - Personal data for Committee members and Trustees **do** need to be shared with some third parties – e.g. Oxford City Council (as landlords) and the Oxford & District Federation of Allotment Associations where contact details are required as a condition of our federated membership.
 - Most data will be deleted as and when you leave the Association. However, subject to your consent, we would like to retain: your first name, plot number and the first part of your post code in order that we can monitor how well we operate as a community resource.

How can you ask for data to be removed, limited or corrected?

- Each member is entitled to see their own entry.
- You could maintain your Association membership with your correct name but with limited contact details. However, we do need to have at least one method of contacting you. You could for example simply maintain an up-to-date email address.
- You may choose not to receive information emails from us (we do not send any out on behalf of other organisations), but you would need to check for written information (e.g. AGM dates) on the site noticeboards.
- Any of these options can be implemented by contacting the Membership Secretary.

Please see over ...

Our legal basis on which we hold your personal data

- GDPR data protection law has six possible bases on which to hold personal data, including Obtaining Consent, and as Legitimate Interests.
- Like other membership organisations we hold your personal data on the basis of '**Legitimate Interests**'.
- This is defined as meaning in ways one would “reasonably expect ... and which have a minimal privacy impact, or where there is a compelling justification for the processing” such as being able to communicate with our members – we cannot rent plots to members with whom we have no way to communicate.
- See: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/legitimate-interests/>).

In any matters relating to how the Association collects, stores or uses your data you have the right to complain to the [Information Commissioner's Office](#).

Further information on the GDPR and how your personal data is used and stored can be found on the Data pages on the Association website: [www.scadaa.org.uk]

The St Clement's & District Allotment Association **Data Controller** is currently:

Membership Secretary, Maggie Swarbrick – maggie.swarbrick@btinternet.com (Add mobile no)