



The **General Data Protection Regulation (GDPR)** was incorporated into British law on 25th May 2018. It requires all organisations which hold and process personal data, to do so in line with the requirements of the GDPR.

One duty that the GDPR imposes is that an organisation must tell its tenants what information it holds about them, why it holds it and what it does with it. This may be done by means of a **privacy notice**.

Westerham Allotments – Privacy Notice

Westerham Town Council holds and uses personal data about its tenants in order to manage our allotment sites and tenancies.

The information we hold about you

We collect and store plot holders names, addresses, phone numbers, email addresses, date of joining and rental charges for your plot on a computer database. This database can only be accessed by the Allotment Data Controller.

Your personal information will not be shared or provided to any other third party.

How is your personal information collected?

We collect personal information about you from your completed and signed tenancy agreement when you apply for an allotment plot.

How we will use personal information

We collect information in order to manage our site and tenancies. We only use your personal information to enable us to:

- send annual invoices for rental and other related charges
- communicate with you by email, telephone and post
- keep in touch with site news, important notifications, communications about products and special offers, meetings, competitions and site activities.

Keeping your personal information up to date

If any of your personal information should change, such as your contact details or address, you should inform us as soon as possible so that we can keep our records up to date.

Data protection principles

We comply with data protection law and principles, which means that your data will be:

- used lawfully, fairly and in a transparent way
- collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- relevant to the purposes we have told you about and limited only to those purposes
- accurate and kept up to date
- kept only as long as necessary for the purposes we have told you about
- kept securely

Data security

Appropriate tools such as firewalls are in place and antivirus software is kept up to date.

Information held on paper (hard copy) is kept safely and to a minimum with access limited to those who need to use it.

Data retention

We only hold data as long as we reasonably need it. We will retain your personal information for as long as you are an allotment tenant and then for a short retention period. Historical records and other non-essential and time expired information will be routinely deleted and destroyed.

Your Rights

You have the right to access the information we have on you, and request correction or deletion of your personal data. To do this you need to contact the Allotment Data Controller, Deborah Rogers: office@westerhamtowncouncil.gov.uk

Data protection issues

If you believe that your data is not being processed for the purpose it has been collected for OR you have a complaint regarding the way that your personal data has been processed, you may make a complaint to Westerham Town Council's Data Information Officer, Angela Howells, the Clerk: office@westerhamtowncouncil.gov.uk

You also have the right to make a complaint at any time to the Information Commissioner's Office: casework@ico.org.uk or telephone 0303 123 1113.