May 2018

Dear Plotholder

*Data Privacy Notice*

As I’m sure you’ll know by now, the EU-wide General Data Privacy Protection Regulation came into force on 25 May 2018. This requires all organisations holding details of their members to make them aware of what information is held about them and the uses to which it is put.

A copy of our Data Privacy Notice is on the back of this letter. There are a few points worth drawing to your attention:

* the data held includes “occupational status” because employed plotholders pay the full plot rent, while pensioners, registered disabled and the unwaged are entitled to up to a 50% discount;
* our “legitimate interests” cover the provision of information to members about such things as the rent renewals, meetings (e.g. the AGM), work parties, deliveries of manure and woodchip, turning off the water supply, the annual Strawberry Tea, Open Day and Bonfire Party. It would not cover marketing shots to members, nor provision of information about activities by other organisations unless they are clearly relevant to our own interests;
* provision of information to third parties: the Society is a member of the National Allotment Society. We are required to send them a list of all our members’ names and addresses when renewing our membership. Our current insurers do not ask us for this information and we do not supply them with it;
* amendment and deletion of data: we will hold members’ data from the time they sign up with us until seven years after they cease to be a member, to meet accountancy and HRMC requirements. We will keep your details amended and up-to-date while you are a member, but we can only do this if you let us know of changes – please don’t wait for the annual rent renewals to tell us!

We have e-mailed a version of this letter and the Data Privacy Notice to all our members for whom we have a current e-mail address. We have sent you this paper copy as we do not have an e-mail address for you. If you prefer us to e-mail you in future please let me know and we’ll add you to our mailing list. (It is a lot more convenient and cheaper for us.)

If you have any queries, please contact me either by post, via the box on the allotment top gate, or via the Allotments’ own e-mail ([bigginwoodallotments@gmail.com](mailto:bigginwoodallotments@gmail.com)).

Yours sincerely

Mary Lucas

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Secretary

Biggin Wood Allotments

**Upper Norwood District Plotholders Society Limited (Biggin Wood Allotments)**

**Data Privacy Notice**

On 25 May 2018 the General Data Protection Regulation (GDPR) comes into force. It is a Europe-wide regulation. One specific requirement is that members of all organisations need to be made aware of the information held about them and the uses to which that data is put. Members need to contract in to that requirement.

**Name of the organisation**

Upper Norwood District Plotholders Society Limited (“the Society”). The Secretary is the person responsible for holding/processing data.

**Data held by the Society**

* the plotholder’s name (or names if joint plotholders);
* postal address;
* contact details: one or more of landline phone number, mobile phone number, e-mail address;
* occupational status (e.g. employed, pensioner, registered disabled, unwaged);
* plot number(s);
* amount of rent, maintenance, community and key deposit charges paid.

**How that data is acquired and why**

The name and contact details are given by consent when applying for membership of the Society.

When a member obtains an allotment, all data is transferred to the Society’s membership database. E-mail addresses are added to the Society’s e-mailing list.

That is done to manage the rental agreement, which is a contract renewable annually, and to inform members of the Society’s activities and meetings over the year as part of its legitimate interests.

**Data storage**

This data is physically and electronically securely stored by the Secretary and only available to the Society’s serving Officers/Committee members.

**Right to inspect entry**

Each member is entitled to see his or her own data entry.

**Third parties**

The Society does have dealings with third parties that require basic personal information to be passed to them (name, address, preferred form of contact). They are likely to include insurers and national allotment organisations.

No personal data will be passed on to any other third party without the member’s prior permission.

**Criminal investigations**

The Society may need to pass on personal data to the police if required by a criminal investigation.

**Amendment and deletion of data**

The member’s data will be amended, kept up to date and not processed further by the Society.

The member’s electronic data will be deleted as and when the member leaves the Society and/or the member does not take on an allotment of the Society. We are required to keep the paper records of membership for seven years after a member leaves.

**Right of complaint**

The member is entitled to contact the Information Commissioner’s Office if he or she has a complaint.