

Data Protection Policy

This data protection policy sets out the basis upon which Western Wards Allotment Association (WWAA) will process any personal data that it collects.

Legal requirements.

This policy complies with the Data Protection Act (2018). WWAA only processes personal data which is relevant to managing its allotment sites.

Members provide consent for WWAA to hold their data when they complete their allotment agreement and annual renewal. For prospective members we hold contact information on the basis of legitimate interest.

Personal data processed by the Association.

To manage the affairs of WWAA, it is necessary to process personal data about our members, such as full name, postal address, e-mail address and telephone numbers. Details about members' plot(s), invoices, rent payments and expenses are also processed.

Copies of correspondence from Members are kept and these may contain personal data.

Personal data is collected from prospective members when they join the waiting list and from members when they join the Association.

Personal data is only collected and processed for the management of the allotment site, lettings to members and associated activities and is not disclosed to third parties.

Members may occasionally disclose confidential information to the Committee, for example if illness or family problems are making it difficult to maintain their plot, or where financial problems are making payment difficult.

This information is only shared between Committee members for the purpose of effective management of the WWAA sites and plots, and only on a 'need to know' basis.

Personal contact information may be used for the purposes of communicating information relating to the management of WWAA to members (e.g. notifications of meetings etc).

Data for Members who leave WWAA

We do not keep data that is not needed for operation of WWAA. The data for members who leave is usually held for at most 12 months, after which time it will be deleted from our records.

We keep the data for a short period in the event that we need to communicate with a member who has recently left, and only for the purpose of resolving any outstanding matters.

Your Rights

Data protection law gives you certain rights. Full details are available on the Information Commissioner's website.

For a small organisation like ours with relatively simple records, the relevant rights are for you to see your record and to correct any errors in it. Members can at any time ask the Chair or Committee Member with responsibility for Data Protection for a copy of their recorded data. To request this, send an email to: robin.green505@gmail.com

You also have a right to complain to the supervising authority, i.e. to The Information Commissioner's Office (ico.org.uk)