

NORTH ROAD PLOTHOLDERS GROUP

Data Protection Statement

1. The Group's right to hold and process information

The General Data Protection Regulation (GDPR) Article 6 (1) (a) (b) and (e) allows us to hold and process information if:

Processing is with consent of the data subject, or
Processing is necessary for compliance with a legal obligation, or
Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

2. Personal Data held by the Group

The Group holds only the following personal data:

Name
Address
Telephone number
Mobile telephone number
e-mail address
Entitlement to age/disabled discount
First aid training
Equipment training

The Group also holds the following data:

Plot number(s)
Plot size
Rent due and paid

We retain the paper tenancy agreement, any applications to erect a shed/greenhouse and any correspondence.

3. Security, retention/deletion of data

The Group takes great care to ensure the security of personal data. We make sure that it is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. Data is retained for the current and preceding two years, after which it is deleted.

4. Access to information

You have the right to request access to the information we have on you. You can do this by contacting the Group's Secretary, who is our Data Information Officer.

5. Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact the Secretary.

6. Use and sharing of data

The Group use the information for billing and management purposes only. We do not sell your data and share it only with Hertford Town Council in certain circumstances, e.g. if we serve a notice to quit. In the event that the Group ceased to manage the allotments under our devolved management agreement, the database would be transferred to Hertford Town Council so that they could then manage the site.

We also share the data with the National Allotment Society, to which the group is affiliated. Their Privacy Policy can be viewed here:
<https://www.nsalg.org.uk/privacy-policy/>

7. Complaints

If you have a complaint regarding the way the your personal data has been processed, you may make a complaint to the Group's Secretary.