

Beauchamp Road & Green Lane (BRGL) Allotment Association Privacy Policy

Our contact details

Name: Beauchamp Road & Green Lane Allotment Association

Address: 104-106 Beauchamp Road, East Molesey, Surrey, KT8 2PJ

E-mail: beauchampallotments@yahoo.co.uk

This Privacy Policy was published on 1 March 2021 and is reviewed annually. Where changes are required these will be made at the time. This Privacy Policy follows an ICO template.

Details of committee members are shown on the website and amended as they change. The Chairperson acts as the Data Controller and the Secretary as the Data Protection Officer. Both can be contacted through the e-mail address above.

The type of personal information we collect

We currently collect and process the following information:

- Personal information about you that you have given to us voluntarily. This covers your name, address, email and telephone numbers.

How we get the personal information and why we have it

The personal information we process is provided to us directly by you for one of the following reasons:

- To manage the waiting list for allotment plots
- To manage the allocation of allotment plots
- To communicate with the membership on related matters
- To manage your membership of the BRGL Allotment Association

We use the information that you have given us in order to manage the allotment site at Beauchamp Road & Green Lane.

We may share this information with the insurers of the association, the National Allotment Society for the purposes of membership and insurance and the Esher and Molesey Garden Society (EMGS).

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information is legitimate interests. In order to manage the BRGL Allotment Association we need to keep records of those on our waiting list and plot holders in order to collect annual fees for renewal of tenancy agreements and to communicate with members on related matters. The ability to carry out the annual renewal is of clear benefit to the Association and its members. Members have a reasonable expectation that their data will be used in this way and the Association does not want to bother its members with disruptive consent requests when they are unlikely to object to the processing. There is minimal impact on the individual. Plot holders can of course cancel their membership at any time throughout the year. The information kept is the minimum necessary to carry out these processes.

How we store your personal information

Your information is securely stored on personal computers and securely shared between the Officers of the Association.

We keep membership details (name, address and contact details) whilst membership continues and for a period of two years when membership ends. We will then dispose of your information by deleting it securely from our systems.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at beauchampallotments@yahoo.co.uk marked for the attention of the Data Controller or the Data Protection Officer, if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us in the first instance at beauchampallotments@yahoo.co.uk marked for the attention of the Data Controller or the Data Protection Officer.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>