



## **ALLOTMENT PRIVACY POLICY**

### **WHO WE ARE**

Your personal information is being processed by Broadwindsor Group Parish Council, the data controller. The data controller decides how your personal data is processed and for what purposes. Broadwindsor Group Parish Council is committed to managing personal information in line with current legislation and best practice, this includes the new General Data Protection Regulation (GDPR) which became active on 25 May 2018.

Broadwindsor Group Parish Council complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss; misuse; unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data. Whenever you provide personal information, we will treat information in accordance with our Privacy Policy.

### **DESCRIPTION OF PROCESSING**

The following is a broad description of the way Broadwindsor Group Parish Council processes your personal information:

- **We process personal information to enable us to rent out allotments and for accounting purposes.**
- **We process information relating to the above purposes, this information may include personal details, such as name, address, telephone number and email address.**
- **We do not need to process sensitive classes of information.**
- **We process information regarding the person(s) named in the Allotment Tenancy Contract.**
- **The information may be shared with the Broadwindsor Allotment Group (BAG).**

## RIGHTS OF DATA SUBJECTS

<b>The right to be informed</b>	Data subjects should be clear about what, why and in what way, Personal Identifiable Information (PII) will be processed
<b>The right of access</b>	Data subjects have the right to learn what PII is held on them by whom and why
<b>The right of rectification</b>	Data subjects can request corrections to their PII
<b>The right to erase</b>	Data subjects can request to be forgotten
<b>The right to restrict processing</b>	Data subjects can ask an organisation to stop processing their PII
<b>The right to data portability</b>	Data subjects can ask for their PII in machine readable format or to have it sent to another organisation
<b>The right to object</b>	Data subjects can object to an organisation processing their PII
<b>Automated decision making and profiling</b>	Protection against targeted marketing and decision making

## RETENTION

<b>Retention Period</b>	The Tenancy Register will be retained indefinitely. Personal information will be kept for the duration of the tenancy agreement and six years for accounting purposes.
<b>Where stored</b>	Electronic, paper
<b>Authority</b>	Broadwindsor Group Parish Council
<b>Information Asset Owner</b>	Clerk to the Council
<b>Location Held</b>	Laptop and Secure File
<b>Permanent Preservation</b>	No
<b>Sensitive Personal Data</b>	No

**FURTHER INFORMATION**

If you would like more information regarding rights, you can do this by consulting the Information Commissioner's Office (ICO)

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
0303 123 1113  
[www.ico.org.uk](http://www.ico.org.uk)

If you have any questions about this Notice, Privacy Policy or the personal data we hold about you or to exercise all relevant rights, queries or complaints please contact:

**Data Controller**

Clerk to the Council  
Broadwindsor Group Parish Council  
The Old School House  
Bridge Street  
Netherbury  
Dorset  
DT6 5LS  
01308 488440  
[hello@broadwindsorgroup.gov.uk](mailto:hello@broadwindsorgroup.gov.uk)

**Data Protection Officer**

Mr. Ben Malley  
7 New Road  
Far Forest  
Kidderminster  
DY14 9TQ  
01299 269188  
[ben@dmpayrollservices.co.uk](mailto:ben@dmpayrollservices.co.uk)

**CONSENT**

Please sign and date below to confirm that you understand and agree with the Allotment Privacy Notice and Privacy Policy.

Please return to the Data Controller as listed above.

**Name:**

**Signature:**

**Date:**