

Exmouth and District Allotments Association (EDAA): Privacy Policy

EDAA is committed to keep all the information we have about you, as safely and securely as possible. The EDAA secretary is responsible for ensuring compliance with the data protection legislation – GDPR and to keeping you informed of any changes.

We are telling you about this now because the laws on data protection are changing on the 25th of May 2018.

- 1) Why do we need your information? We need your information to:
 - i. Enable us to offer you an allotment plot and produce a Tenancy agreement,
 - ii. Bill you each year for your rent and membership payment,
 - iii. Communicate with you from time to time by e-mail (if you have given us this information) or by post.

- 2) How do we get information about you? You give us all the information yourself for:
 - i. Waiting lists: when you complete a waiting list application form you give a number of personal details including name, address, phone number, e-mail address (if you have one) all of which we file securely. The information is recorded electronically in date order on the computer on a waiting list.
 - ii. Tenancy Agreement: when you are offered an allotment plot, your personal details are transferred from the waiting list and used to produce a Tenancy Agreement, which is your contract with the Town Council, to enable you to rent your plot.
 - iii. Rent Book: when you have signed your Tenancy agreement and made your payment your details are transferred into the electronic document, known as the 'Rent book' which gives your details and shows the size of your plot and the amount you have paid, including any deposits.

- 3) Who do we share information with?
 - i. We keep all your information securely in electronic form and only share it with the National Association of Allotment and Leisure Gardeners (NSALG).
 - ii. We keep paper copies of waiting list applications and your signed Tenancy agreements.
 - iii. The NSALG is sent a list of paid up ploholders on the allotments each year. They are able to provide such benefits as reduced price seeds as well as general allotment information and support.
 - iv. We do not share your information with any other agency or person.

- 4) How long do we keep your information?
 - i. Once you are offered and have accepted an allotment plot, your waiting list information is deleted.
 - ii. Once you give up your plot, your rent book information and the e-mail contact address you have given us is deleted.

- 5) How can you see what information we have about you?
 - i. You can view the information we have about you by contacting the EDAA secretary on info@exmouthallotments.co.uk or by phone on 0792 857 8511 and making an appointment.
 - ii. It is the tenant's responsibility to ensure that contact information is kept up to date to ensure we are communicating with the correct addresses.
 - iii. Your information is always kept securely and not shared with other agencies.
 - iv. Please let the EDAA secretary know if you do not wish to be contacted by e-mail.

Gill Payne
EDAA secretary 24.5.18