

Speen Allotments Association (SAA)

Privacy Statement

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The purpose of this policy is to make you aware of how we will manage your personal data.

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Who we are

Speen Allotment Association (SAA) is an unincorporated association that manages an allotment site in Station Road, Speen, Berkshire. The allotment site is owned by Sir Richard Sutton Limited, Benham Estate Office, Newbury, Berkshire and SAA pays an annual rent to the landowner for use of the land for allotment purposes

Administrative tasks for the SAA are undertaken by a committee elected by members voting at the SAA Annual General Meeting (AGM). The committee comprises a Chairperson, Secretary and Treasurer and at least three (3) other members.

For the purposes of complying with the General Data Protection Regulation (GDPR) the SAA has appointed the Secretary as its Data Protection Officer. The SAA is a data processor under the GDPR. The GDPR forms part of the data protection regime in the UK, together with the new Data Protection Act 2018 (DPA 2018). The main provisions of this apply, like the GDPR, from 25 May 2018.

Lawful basis for collecting your data

We collect personal data so that we can maintain our membership records which include the allocation of (allotment) plots, invoicing of membership subscriptions and plot rents and to keep members advised of any changes or variations to the SAA rules and details of events that may require action by members. Collecting your data is necessary for us to deliver the service to you. We will treat your data in an appropriate and lawful manner, in accordance with data protection laws.

What data we collect

When you become a member of SAA we collect the following personal information from you: your name, address, email address and your preferred contact telephone number (i.e. mobile or landline). If you opt to have another member named on your allocated plot we may collect the same personal data from the other member(s) if there are material differences from your personal data, e.g. different name or contact telephone number.

We record which plot has been allocated to you, the number of members, the plot reference number, the size of the plot, the rent and membership costs for invoicing purposes.

What we do with your data

We use the data to manage the allotments and to keep you informed about events that SAA stages including the AGM, annual BBQ and Speen Fete for which SAA is a major contributor.

Sharing information with other data processors

We **DO NOT** share your personal data with any other third parties unless we are required to under legislation to government. Within our interpretation of third parties we include other SAA members.

Keeping your data safe

Your personal data are stored within (some) paper files and on private computers that are password-protected. The computers are used privately by the Secretary and Treasurer in their homes in secure environments. Data are backed-up routinely and held on password-protected CDs. Paper files are held by the Secretary within her home environment.

Storage and Retention

We will store your personal data for as long as you continue to be a member of the SAA or 6 years whichever is the greater. Following this period all your personal data will be deleted. (Six (6) years is deemed to be the period that records have to be retained by HMRC).

Your Rights

Subject access request

You have the right to request that we provide you with a copy of the data we hold about you. This is called a 'Subject Access Request'. To make a 'Subject Access Request' you should contact the Secretary.

Right to deletion

You have the right to request that we delete any data that we hold on you. If that right is exercised you will no longer be a member of the SAA.

Right to restrict processing

You have the right to request that we restrict the processing of your personal data:

- if you believe the personal data that we hold is incorrect, or
- if you can show that our processing is unlawful, or
- if you want us to stop processing your data but you do not want us to delete it (for example, you may wish to suspend your membership of the SAA on health or other grounds).

Right to rectification

If your details are incorrect you can update them by notifying the Secretary preferably in writing or by email with details of any changes that you wish to make..

Contact us about your rights

To exercise any of your data protection rights, please contact: **Secretary** (Mrs N Jenkins – speenallotments@yahoo.co.uk)

Complaints

You have the right to complain about our processing to the Information Commissioner if you believe we are not processing your data in a proper manner - for more information see:

ico.org.uk/concerns/handling/ .

Date of next review: 01/01/2019

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