

FAIRACRES ROAD ALLOTMENTS ASSOCIATION

GDPR Privacy Notice

The General Data Protection Requirement (GDPR) came into force on May 25th 2018 – replacing the previous Data Protection Act. Requirements include that members of all organisations need to **be made aware of** the information held about them, and the **uses** to which that data are put.

For the Executive Committee and Trustees, the Fairacres Road Allotment Association holds the following data about each of its members:

1. Name
 2. Role (if any)
 3. Date first elected
 4. Postal address
 5. Email address
 6. Landline phone number and/or mobile phone number
- This data is physically and electronically securely stored by the Chairman (GDPR Data Controller) and available only to serving Committee members and trustees.
 - The Association itself uses this information to contact you to inform you of its activities over the year including administration of rents and general meetings.
 - The Association does **not** have dealings with third parties where basic personal information (name, address, preferred form of contact) is required to be passed to them (such as insurers, seed suppliers, Local Government or other allotment organisations).
 - Your data will not be passed on to any other third party without your prior permission.
 - Personal data for Committee members and Trustees **does** need to be shared with some third parties – e.g. Oxford City Council (as landlords) and the Oxford & District Federation of Allotment Associations where contact details are required as a condition of our federated membership.
 - Most data will be deleted as and when you leave the Association. However, subject to your consent, we would like to retain your name and plot number; these details held on legacy plot maps.

How can you ask for data to be removed, limited or corrected?

- Each member is entitled to see their own entry.
- You could maintain your Association membership with your correct name but with limited contact details. However, we do need to have at least one method of contacting you. You could for example simply maintain an up-to-date email address.
- You may choose not to receive information emails from us (we do not send any out on behalf of other organisations), but you would need to check for written information (e.g. AGM dates) on the site noticeboards. **Note:** It would then be difficult for us to inform you of security issues (padlock code changes) or urgent issues regarding the site (e.g. equipment failure)
- Any of these options can be implemented by contacting the Association Chairman [GDPR data controller].

Our legal basis on which we hold your personal data

- GDPR data protection law has six possible bases on which to hold personal data, including Obtaining Consent, and as Legitimate Interests.
- Like other membership organisations we hold your personal data on the basis of '**Legitimate Interests**'.
- This is defined as meaning in ways one would “reasonably expect ... and which have a minimal privacy impact, or where there is a compelling justification for the processing” such as being able to communicate with our members – we cannot rent plots to members with whom we have no way to communicate.
- See: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/legitimate-interests/>

In any matters relating to how the Association collects, stores or uses your data you have the right to complain to the [Information Commissioner's Office](#).

The Fairacres Road Allotment Association **Data Controller** is currently the Chairman, who can be contacted by emailing: fairacresallotments@gmail.com