

Allotment Tenant Data Privacy Notice

The purpose of processing

To fulfil the statutory role to provide allotments for residents if there is demand.

Data Subjects

Allotment tenants and members of the public that have applied to be added to the waiting list for an allotment plot.

Personal Data

Title (Tenant's Consent)

Name (the Small Holdings and Allotments Act 1908)

Postal Address (the Small Holdings and Allotments Act 1908)

Telephon No. (Tenant's Consent)

Mobile No. (Tenant's Consent)

Email Address (Tenant's Consent)

Previous or currently held allotment plots (Tenant's Consent)

How is it used?

Collecting this data is necessary to provide the Allotments Service with the information to:

- register your interest in applying for an allotment and be placed on the waiting list
- contact you when a plot is available
- set up a Tenancy Agreement in order to rent a plot.
- send invoices to request payment of rent
- financial reporting to the governing body
- provide updates regarding the allotment service

In the following circumstances you are required by law or contract to provide personal information.

- Tenancy Agreement

Profiling and Automated Decision Making

Not applicable

Legal Basis for Using Your Data

GDPR condition relied upon for processing personal data:

Article 6.1 e - Exercise of official authority

Our responsibility for the purpose outlined above is established in the Small Holdings and Allotments Act 1908, and the Allotments Act 1925.

GDPR condition relied upon for processing special category data

Not applicable

You have the right to withdraw consent for holding your personal data at any time during or after the termination of your allotment tenancy. To do so, you should contact the Town Council by post or email.

Sharing of personal data with External Recipients

Occasionally, with consent, contact details are shared with other allotment tenants or site representatives.

How long is the personal data retained by the Council?

Personal data will only be retained for as long as it is needed for the purpose specified above, or as required by applicable law or regulatory requirements.

Questions or concerns?

Please email admin@cullomptontowncouncil.gov.uk

Appeals to the Information Commissioner's Office

If you are unhappy about the way we have treated your personal data, or feel we have not properly respected your data subject rights, you have the right to contact the [Information Commissioner's Office](#) (ICO) and tell them about this.

You can also contact the ICO by phone on [0303 1231113](tel:03031231113).