**Chinnor Allotment & Growers Association**

**GDPR Privacy Notice**

On May 25th, 2018 the General Data Protection Requirement (GDPR) came into force – 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.

Chinnor Allotment Association holds some (or all) of the following data about each of its plot holder members:

1.Name: Christian & Surname

2.Plot number/s, plot size, annual rent, current year payment, date join CAGA, deposit taken & registration fee. Judging Y/N

3.Postal address & post code

4.Landline phone number and/or mobile phone number

5.Email address

* This data is physically and electronically securely stored by the Plot Letter (acting as GDPR Data Controller) and available only to serving Committee members.
* The Association itself uses this information to contact plot holders to inform them 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 might need to be shared with some third parties– e.g., Chinnor Parish Council, SODC
* Most data will be deleted as and when members/plot holders leave the Association.

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

* Each member will be requested to authorise and agree that CAGA hold data pertaining to their membership as detailed above: this will be renewed each year on signing up to and paying for another annual plot rental agreement.
* 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.
* Newsletters sent periodically provide facilities for unsubscribing/deletion from the database.
* Any of these options can be implemented by contacting the Association Secretary.

**The 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 of such data as being able to communicate with their members as 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/](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful%20basis-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 Commissioners Office.