

Whitehill Allotment Society:

Data collection, data storage and data protection policy

1. Data collected

All of the information provided by members via the annual registration form is collected and stored on paper and is also stored electronically. The data collected are: name, address, telephone number, e-mail address, plot number and plot size. All of these data are subject to data protection regulations.

2. Reason for data collection

We collect these data for the administration of the membership of the Whitehill Allotment Society Limited. We are required to keep correct records of our membership and we use these records to contact members about allotment business, but not for any other purpose.

3. Electronic data storage

Members' data are stored in scanned copies of the registration forms and in a spreadsheet, in a password protected 'cloud' account provided by Dropbox. The Dropbox privacy policy can be found here: https://www.dropbox.com/en_GB/privacy. The six secretarial members of the committee have access to this account (see below).

The names and email addresses of the people who have not opted out of the Society e-mail are additionally stored in a password protected MailChimp account (another cloud account). MailChimp is now owned by Intuit, whose privacy policy can be found here: <https://www.intuit.com/privacy/statement/>

4. People with access to the electronic data

The Committee members who have access to members' data are the Chairman, Secretary, Peverel Secretary, Treasurer, Plot Manager and Communications Secretary.

5. Length of time data is kept

The data are kept for as long as a member remains in the Society and for one year after they have left the Society. The data is kept in case of any need to contact them: for example, for the collection of tools or other personal belongings or for the return of the key. The data are deleted one year after a member has left the Society.

6. Sharing of data

The membership fee paid each year enrolls members into the National Society of Allotment and Leisure Gardeners (NASLG). The NASLG provides benefits such as cheaper seeds from King's Seeds (our annual seed order) and access to legal advice. Members' names, addresses and telephone numbers are shared with the NASLG but with no-one else. The NSALG privacy policy can be found at: <https://www.nsalg.org.uk/privacy-policy>

7. Request or correct your data

If you would like a copy of the data which we hold about you, or if you believe the data is incorrect and would like it amended, then contact the society Secretary either by email (whitehill.allotment.society.uk@gmail.com) or via the suggestions box at the allotment shop.