

Privacy Policy

WALTON & DISTRICT ALLOTMENT AND GARDEN SOCIETY

1. About this Policy

- 1.1 This policy explains when and why we collect personal information about our members, how we use it and how we keep it secure and your rights in relation to it.
- 1.2 We may collect, use and store your personal data, as described in this Privacy Policy and as described when we collect data from you.
- 1.3 We reserve the right to amend this Privacy Policy from time to time without prior notice. You are advised to check our website www.wadags.co.uk or the Trading Hut noticeboard regularly for any amendments (but amendments will not be made retrospectively).
- 1.4 We will always comply with the General Data Protection Regulation (**GDPR**) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.
- 1.5 Since our Society processes only information which is relevant to managing our allotments and the affairs of our Society we do not need to register with the Information Commissioner.

2. Who are we?

- 2.1 We are the Walton and District Allotment and Garden Society. We can be contacted the Trading Hut, Highfield Road, Walton on Thames, society@wadags.co.uk

3. **What information we collect and why.**

Type of information	Purposes	Legal basis of processing
Member's name, address, telephone numbers, e-mail address(es).	<p>To manage your application for membership of the society.</p> <p>To administer your membership of the association</p> <p>To manage the duty roster at Trading</p> <p>To notify you of events that the association is organising for members</p> <p>To send periodic emails – The email address you provide when applying for membership, may be used to send you information and updates pertaining to your membership</p> <p>To provide you with our newsletter</p> <p>To enable compliance with statutory and legal obligations</p> <p>To administer and improve our website and other communications with you</p> <p>To respond to any complaint that you might make</p> <p>To contact you in an emergency</p> <p>To answer general enquiries that you may make</p>	<p>Performing the Society's contract with the Member.</p> <p>For the purposes of our legitimate interests in operating the Society.</p> <p>Consent: We will seek your consent on the membership application form and each membership renewal form.</p> <p>The Member may withdraw their consent at any time by contacting us by e-mail or letter to tell us that they no longer wish to receive emails and mail from us. However, this will result in not being notified of the following</p> <ul style="list-style-type: none"> • Newsletter • Advance notice of the annual summer show • Important news relating to the association or allotment site • Advance notice of the annual AGM
Allotment tenant name, plot number, address, telephone numbers, e-mail address(es).	<p>To manage your application for rental of a plot</p> <p>To administer your tenancy</p> <p>To manage the allotments waiting list.</p>	<p>Performing the Society contract with the tenant.</p> <p>For the purposes of our legitimate interests in operating the Society.</p>
Contact information and emergency contact details – for the purposes of outings	Contacting the member to keep them updated on outing bookings and contacting next of kin in the event of emergency	Protecting the Member's vital interests and those of their dependants
Name, e-mail address and telephone number of each Society committee member	Managing the operations of the Society	For the purposes of our legitimate interests in operating and promoting the Society

4. **How we protect your personal data**

- 4.1 We have implemented generally accepted standards of technology and operational security to protect personal data from loss, misuse, or unauthorised alteration or destruction.
- 4.2 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

5. **Who else has access to the information you provide us?**

- 5.1 We will never sell your personal data. We will not share your personal data with any third parties.

6. **How long do we keep your information?**

- 6.1 We will hold your personal data on our systems for as long as you are a member or tenant of the Society and for as long afterwards as it is in the Society's' legitimate interest to do so. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data.
- 6.2 We securely destroy all information once we have used it and no longer need it.

7. **Your rights**

- 7.1 You have rights under the GDPR:
 - (a) to access your personal data
 - (b) to be provided with information about how your personal data is processed
 - (c) to have your personal data corrected
 - (d) to have your personal data erased in certain circumstances
 - (e) to object to or restrict how your personal data is processed
 - (f) to have your personal data transferred to yourself or to another business in certain circumstances.

Contacting Us

If you have any queries, questions or comments on the information contained in this document, kindly contact society@wadags.co.uk

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