

Buckhurst Hill Leisure Gardens Association (BHLGA)

28 Hills Road Buckhurst Hill Essex IG9 5RS

Tel: 0208 505 5120

BHGLA Privacy Policy

Here we set out our Privacy Policy on what information we collect and how we use this data

We are committed to protecting and respecting your privacy

Our privacy policy (including any other documents referred to in it) sets out the basis on which we process any personal data that we collect from you or about you that you provide to us or that we receive from other sources. By processing, we mean when we collect, use, store, delete and otherwise manipulate or access personal data.

If we ask you to provide information from which you can be identified it will be used in accordance with this privacy policy, as it is varied from time to time.

Please read this policy carefully to understand our practices regarding your personal data and how we will treat it. We recommend that, from time to time, you visit our website to review this policy to stay up to date with any changes to it.

Registering with the Information Commissioner (ICO)

Since our Association processes only information which is relevant to managing our allotment sites and the affairs of our Association we do not need to register with the Information Commissioner.

However, we must still obey the current legal requirements in the processing we do.

What establishes our data protection obligations to you?

Buckhurst Hill Leisure Gardens Association is required to process your personal data in accordance with the law.

On 25 May 2018, the General Data Protection Regulation 2016 (the "GDPR") comes into force. This privacy policy complies with the GDPR.

What personal data do we collect and process about you?

To manage your membership of the allotments association, we will process personal data about our members, such as your full name, postal address, e-mail address, and landline and/or mobile phone numbers.

If relevant, we may also collect and hold data such as details about your plot and rentals, and other information that helps us to provide our members with a better service that is capable of being tailored to specific requirements or particular needs e.g. Kings Seeds Scheme.

How do we collect this personal data?

Information that you give to us

This is the personal data that you provide to us, for example by completing a tenancy agreement or by corresponding with us by phone, e-mail, post, social media or otherwise.

This personal data would relate to applications for membership, requests to rent a plot or any other communications relating to your membership of the association.

For what purposes do we collect and use your personal data?

Our general policy

To meet requirements of the GDPR the association will:

Only collect information needed for the business of the Association

Keep it secure

The Association will not allow members access to each other's personal data. Committee members are entitled to access all information held by the Association or its officers acting for the Association, but they will not be asking for personal data unless they need it to discharge their duty as a committee member.

Ensure it is relevant and up to date

Members will be asked to confirm or correct the information the Association holds about them when they pay their rent or renew their membership each year. A review may be conducted if felt necessary by the Committee. We ask that members advise us of any changes to the data e.g. change of address at the earliest possible opportunity by emailing the Treasurer, Alison Ward, at alisonward28@icloud.com

Only hold as much as needed, and only for as long as needed

There are good reasons for holding ex-plot holders' details for a time in case of further contact. Records will not include member's age or date of birth. The rent records form part of the accounting records and will be held for 7 years following the last accounting year end. On the expiry of this period the records will be deleted or in the case of paper records securely destroyed.

Allow the subject of the information to see it on request

This is a legal right, and tenants are allowed to inspect the data held on them.

We Process The Personal Data Held About You In The Following Ways:

To manage your application for membership of the association
To manage your application for rental of a plot
To administer your tenancy and collect rents
To notify you of events that the association is organising for members
To manage the seed scheme
To enable compliance with statutory and legal obligations
To respond to any complaint that you might make
To contact you in an emergency
To answer general enquiries that you may make
To maintain the history of the allotment association officials

When Do We Disclose Personal Data?

To fulfil our statutory obligation with regards to the Buckhurst Hill Parish Council, Epping Forest District Council and the association membership of The National Allotment Society, it may be necessary for Buckhurst Hill Leisure Gardens Association to share your personal data with others, including:

Buckhurst Hill Parish Council or Epping Forest District Council – Plot holder details, for regulatory purposes.

The National Allotment Society – For insurance purposes and for the Kings Seed Scheme.

When entering into any agreements that involve the sharing or disclosure of personal data, Buckhurst Hill Leisure Gardens Association requires that these third parties comply with our data protection and information security policies or have substantially similar policies of their own in place.

What Are Your Rights?

The GDPR provides you with a number of rights in relation to your personal data. These include rights to the rectification or erasure of your personal data, and to restrict or object to its processing.

Rectification

If you find that any of the personal data that we hold about you is inaccurate, incomplete or contains errors, please notify us in writing and we shall undertake to make the appropriate corrections at the earliest opportunity.

Erasure

Should you wish to have some or all of your personal data erased, we will endeavour to do so although there may be instances where legitimate interests or the performance of our statutory obligations prevent us from doing so. The erasure of your personal data could result in an inability to provide you with some or all of our services.

Unsubscribing

If at any time you would like to unsubscribe from receiving future emails from us, we include detailed unsubscribe instructions at the bottom of each email, however doing so will result in not being notified of the following:

Restriction or objection

If you wish to object to or restrict how your personal data is processed by us, you can do so by writing to us. Please see our contact details below. Please be aware that such requests could result in an inability to provide you with some or all of our services.

Changes to our Privacy Policy

If in the future we make any changes to our privacy policy, the latest version of our privacy policy will be posted on our website.

Contacting us

Your questions, comments or requests relating to our processing of your personal data or this policy are welcome, and you may contact by emailing the treasurer at:

Email: alisonward28@icloud.com

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