

TOMMY'S FIELD ALLOTMENTS LIMITED

PRIVACY NOTICE

What personal data does Tommy Field Allotments Limited (TFAL) collect?

The data we routinely collect includes members' names, telephone numbers (mobile and land line), addresses and email addresses. We collect this data directly from our members when they join TFAL.

What is this personal data used for?

We use members' data for the administration of your membership and for the communication of information, e.g. newsletters, notification of meetings, rent payment requests.

Who is your data shared with?

TFAL DOES NOT SHARE YOUR INFORMATION WITH ANYONE ELSE OR ANY OTHER ORGANISATION.

Any request for members' information would only be provided in strict accordance with GDPR guidelines.

Where does this data come from?

Data for our members comes from them when they join TFAL or when they update their information, e.g. as a result of a house move.

How is your data stored?

This information is mainly stored in digital form on computers and in the form of written documents stored at the Secretary's address, 20 First Row, Linton, Morpeth, NE61 5SH. Email spreadsheets are also held by Helen Wright (who allocates allotments) at 9 Howard Terrace and Shona Harper, Treasurer, at 7 Howard Terrace, Morpeth. For security, it is also stored on USB hard drives and in a lockable filing cabinet.

Who is responsible for ensuring compliance with the relevant laws and regulations?

The person who is responsible for ensuring TFAL discharges its obligation under the GDPR is the Secretary, Doreen Wright, who is responsible to the Management Committee.

Who has access to your data?

Apart from the three people named above, members of the Management Committee could have access if required if it was needed to enable them to carry out legitimate tasks for TFAL.

What is the legal basis for collecting this data?

TFAL collects personal data that is necessary for the purposes of its legitimate interest as a membership organisation.

How can you check what data we have about you?

If you want to see the basic membership data we hold about you, you should contact the Secretary, Doreen Wright. You can contact TFAL with a 'Subject Access Request' if you want to ask us to provide you with any other information we hold about you. If you are interested in any particular aspects, specifying them will help us to provide you with what you need quickly and efficiently. We are required to provide this to you within one month. There is not usually a fee for this, though we can charge a reasonable fee based on the administrative cost of providing the information if a request is manifestly unfounded or excessive, or for requests for further copies of the same information.

Does TFAL collect any 'special' data?

The GDPR refers to sensitive personal data as 'special categories of personal data'.

TFAL does not record any such special data.

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

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 so, for example, you could simply maintain an up-to-date email address. Any corrections or amendments to your data should be addressed to the Secretary.

How long we keep your data for and why?

We normally keep members' data after they relinquish their allotment(s) for one year. However, we will delete any former member's contact details entirely on request.

Other data, such as that relating to accounting matters, is kept for the legally required period.

What happens if a member dies?

The data information relating to that person will be deleted.

If there is a second named person on the Individual Tenancy Agreement, that person will be contacted and the data information updated accordingly.

May 2018