

# **East Barnet Allotment and Garden Association. (EBAGA)**

## **Privacy Notice.**

To ensure compliance with recent changes in legislation, and specifically the GDPR (General Data Protection Regulation) that came into effect on 25<sup>th</sup> May 2018, and in compliance with our Lease with Barnet Council, EBAGA's Data Protection Policy is outlined below:

The Committee and Officers of EBAGA will ensure that all data protection legislation is adhered to and will protect securely any data that it collects.

The data that EBAGA collects, stores and processes is limited to the contact details of members, prospective members (on waiting lists) and former members who have recently relinquished their allotment plots. These contact details include names, postal and email addresses, telephone numbers both landlines and mobile numbers, date of joining Society, your rental and associated charges for your plot and date of birth (for the purpose of claiming any age related discount.)

We collect your personal information from your application for an allotment plot and your completed and signed tenancy agreement. This information will only be used in order to manage our site and tenancies and for the operation of your membership enabling us to : renew tenancies and collect rent, communicate with you and keep you in touch via newsletters, for example, with regard to AGM's, competitions, workparties, site activities etc. You are responsible for informing us of any changes to your personal information so records may be kept up to date.

We do not share our databases with third parties.

Your data may be shared with Committee members and Officers of EBAGA who need it to undertake their duties and the activities of the Association. Information held on paper is kept safely and to a minimum. Data is stored on the computers of the Secretary and Chairman. Appropriate firewalls and antivirus software are in place and kept up to date.

Data will be held only as long as we reasonably need it whilst you are a member and for a short retention period thereafter. Details of applicants on the waiting list who withdraw from the list will be deleted immediately. Historical records and other non- essential and time expired information will be routinely deleted / destroyed.

You may request access to the personal information we hold should you wish to review, verify, correct or request erasure of the personal data we hold. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK authority for data protection issues.

This notice should be read in conjunction with Para 49 of the Terms and Conditions of your existing Tenancy Agreement.