

# City of Ely Allotments and Gardens Association

## Privacy Notice – Personal Information

City of Ely Allotments and Gardens Association (we) collect data solely to administer the running of the Association and your membership thereof. We only keep data relevant to this process.

The following data is held and retained for as long as you are a member and a further six months

- Plot Number (if applicable)
- Name
- Email address
- Postal address and postcode
- Telephone or mobile number

Once we no longer need the information to administer your membership your information will be destroyed.

The only data held by the Association on individuals is that which was supplied to it when a membership was bought, renewed, or updated or when an individual signed up to the waiting list for a plot. The accuracy of that data is dependent on the information supplied by the member and as such the Association cannot be held responsible for any errors in this information. Each member is entitled to see his or her own entry to ensure it is accurate. Requests for information must be made in writing to the Secretary or by email to [secretary@elyallotmentsandgardens.org](mailto:secretary@elyallotmentsandgardens.org).

We don't sell or give your information to third parties unless required to by law or a lawful court order, or unless the third party is specifically appointed by the Association to fulfil the requirements of a specific initiative the individual has signed up to e.g. the Kings seed scheme.

Information is controlled by the committee and you should contact any committee member for any concern over the use of data. All data is stored securely physically and electronically and used only to ensure the day to day operations of the Association.

We believe the lawful basis for processing data is for the performance of the membership contract between you and the Association.

Your rights under law are not affected by this policy. You have the right to see data, delete data, ask us to amend data, ask that we don't use or process your data and you have the right to make complaints about our use of data to the Office of the Information Commissioner.

This document will be reviewed annually by the management committee of the Association.