

# **RAVENSWOOD ALLOTMENT ASSOCIATION**

## **PRIVACY STATEMENT - INFORMATION FOR MEMBERS**

### **1. What is a Privacy Statement?**

A privacy Statement explains what information we hold about you and why we hold it, how we protect it for you, and how you can have your information removed from our files if you wish.

### **2. Why are you being provided with this information?**

A new law - General Data Protection Regulations - came into effect in May 2018 and affects the way companies and other organisations keep information about their members.

### **3. What information do we hold?**

The information we hold is what you gave us when you became a member of the Association and were allocated an allotment plot.

### **4. Why do we hold this information?**

We require this information in order to contact you and to ensure that you are covered by the Allotmenters Liability Insurance Scheme.

### **5. How do we hold this information?**

The information is securely held by the Association Secretary at their home. It is not available to be accessed by a 3<sup>rd</sup> party.

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

The information is held during the period of your membership and plot holding. If you terminate your membership and give up your plot, the information will be destroyed 6 months after the agreed termination date.

### **7. Who do we share your personal information with?**

We will not share your information with any other organisation without your knowledge and consent. We will only contact you for the purpose of essential allotment business.

### **8. Our responsibilities and your rights.**

The Association has a duty to ensure that the information we hold about you is correct, that it is safely stored and complies with this statement. You have a right to see what information we keep on you, to be removed from the list, have your history deleted and to change the details.