

Jubilee Allotment Association

Data Protection Policy

Dear Plot holder,

Please find attached to this letter a copy of the Data Protection Policy of the Jubilee Allotment Association which we have put in place to bring us into line with the General Data Protection Regulation which comes into force on 25th May 2018.

This information held on you by the Association is your:

- Name
- Address
- Phone Number(s)
- Email address

This information will have been provided by you when you joined the Association and updated by you when you pay your plot rent each year. It is important that you check that your data is correct and that you inform our Secretary of any changes to your contact details.

The data is held so that the Committee can effectively manage the allotment site and communicate with you to keep you informed of any matters relating to the allotment site. The data will not be shared with any other party or organisations.

Currently your data is held by the Secretary, Treasurer and the Committee member who oversees plot allocations.

All data held on you will be deleted when you resign from your plot. The attached policy document outlines your rights under the GDPR.

Please complete the slip below to confirm you have read the policy and give your consent to your data being held by the Association for the purposes outlined in the policy.

Yours sincerely,

Henry Norris

Chairman

I have read the Data Protection Policy of the Jubilee Allotment Association.

I/We agree to my/our names(s), address, phone number(s) and email being held by the Association for the purpose of communicating about matters relating to the allotment site.

Name: _____ Plot Number: _____

Signed: _____ Date: _____

Please return this slip to: Vicky Newell, 59 Farfield Avenue, Knaresborough. HG5 8HT

Jubilee Allotment Association

Data Protection Policy

This policy is designed to bring the Association into line with the General Data Protection Regulation which comes into force on 25th May 2018.

Data held by the Association

The full name, address, telephone number(s) and email address of each plot holder, associate member and any person on the waiting list are held by the Association. This information is provided by the member themselves when they apply to join the Association.

Plot holders' data is held in a spreadsheet kept by a committee member who oversees plot allocations; in the tenancy agreements, which are kept by the committee member who oversees plot allocations and in electronic form kept by the Secretary and Treasurer.

The data of people on the Waiting List is held by the committee member who oversees plot allocations.

The Secretary has an overview of the data that is held by each committee member and is responsible for making sure that records are kept-up-to-date.

Reason for holding this data

The data is held so that the Committee can communicate with its members.

The data is not shared with any other party or organisation. The data is only available to Committee members as outlined above. Measures will be taken (e.g. use of BCC on emails) to ensure that the data is not shared across the Association.

Retention of data

Data will be retained for the period of membership of the Association (i.e. as a plot holder).

On relinquishing their allotment plot or resigning from membership of the Association, all records of personal data will be deleted.

A review of the data held on members will take place at the January meeting of the Committee each year to ensure that records are accurate and appropriate information has been deleted.

Information for plot holders and persons on the waiting list

All plot holders and persons on the waiting list will be informed about what data is held on them, why it is needed and who holds their data.

Under the GDPR they can request access to the data held on them. (Under the current regulations, the Association will have a month to comply.) They also have the right to rectification, to erasure, to restrict processing, to data portability*, to object the right not to be subject to automated decision-making including profiling.

All plot holders and persons on the waiting list will be asked to consent to their data being held and confirm that they have been informed of their rights under the GDPR.

***Data portability** is the ability to move data among different application programs, computing environments or cloud services.

Jubilee Allotment Association

Policy on Photographs and Media

Photographs, video and other media (e.g. audio) in which individuals can be identified can be seen as **personal data** in the eyes of the law, and must be taken, stored and used in line with data protection principles.

Photographs, video and other media:

Will only be used for the purpose for which they were taken (e.g. to publicise the activities of the Association). And no other purpose.

- will not be held longer than necessary.
- will be destroyed if the people in them ask for them to be destroyed.
- will be held, and disposed of, securely so that they don't end up in the hands of a third party.

As a general rule, the names of the people who are photographed **will not** be included in any publicity.

Consent

1) Children and vulnerable adults

- Before photographing or filming children or vulnerable adults, their parent/guardian must be informed and their permission obtained by asking them to complete and sign the Photo/Video consent form for children and vulnerable adults.
- They will be told what the photographs or films will be used for. (This is particularly important if the images are to be used on the website or in social media)
- If the permission of the parent/guardian is not obtained, photographs/videos must not be taken.

2) Adults

- Adults and young people will be informed before being photographed or filmed. This may be by:
 - Displaying signs at the event
 - Advertising in the publicity for the event (e.g. by including a statement such as "Photographs may be taken at this event and used in line with the terms of the Association's Data Protection Policy on photographs. Anyone not wishing to be included in the photographs of this event should notify the Secretary/organiser")
 - If practical, making an announcement.
- They will be given the chance to opt out before photos are taken.