**PRIVACY NOTICE**

**HILL RISE AND THE MEADOW ALLOTMENTS**

Here at St Ives Town Council (the Data Controller) we take privacy seriously and will only use your personal information for purposes relating to your Allotment Tenancy Agreement for an allotment plot at the Hill Rise and The Meadow Allotments.

**INFORMATION COLLECTED, PROCESSED AND HELD:**

We will hold the following information for you:

Name: (Allotment Act 1908)

Address: (Allotment Act 1908)

Telephone Number: (Consent)

Email address: (Consent)

The information will be held in both hard copy and electronically, and will be stored in the UK in a secure environment.

**PURPOSE**

In addition to enabling the Town Council to renew your annual Tenancy Agreement we would like to retain this data to provide you with allotment updates, events and promotions. If you consent to us contacting you, please tick the box on the form at the bottom of this privacy notice.

**LEGAL BASIS**

The legal basis for collecting the information is based on the requirements of the Allotment Act 1908 and the Tenant’s consent.

You have the right to withdraw consent for holding your personal data at any time after the termination of your allotment tenancy. In order to do so you should contact the Town Council by post or email.

**SHARING OF INFORMATION**

We will not normally share your information with organisations other than our partner organisations without your consent. However, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

**RETENTION OF DATA**

Legally required data will be retained for the duration of your Allotment Tenancy Agreement and, following termination of the Agreement, for a period of six years for audit, management and contract purposes.

Data held by consent will be retained for the duration of your Allotment Tenancy Agreement and, following termination, for a period of six years for audit, management and contract purposes or until a request is received to delete it.

**RIGHT OF INDIVIDUALS**

Under the Data Protection legislation, you have a right to request access to information we hold on you. To make a request for your personal information please contact the Town Council by post or email.

You also have the right to:

* object to processing of personal data that is likely to cause, or is causing, damage or distress;
* prevent processing for the purpose of direct marketing;
* object to decisions being taken by automated means;
* in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
* claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

**CONTACT**

If you would like to discuss any of the information in this privacy notice please contact the Town Council by post or email using the details at the top of this notice.