Leytonstone Allotment Holders Co-Operative Association Limited

Roding Farm Allotment Site, Nutter Lane, London E11 2JA

Data Protection Policy

- Member and waiting list applicant personal information will only be gathered, stored and retained for the purposes of managing the Roding Farm Allotment Site and the operation of Leytonstone Allotment Holders Association.
- All personal data held will be securely kept by the Association Secretary.
- The Secretary will keep a register of any members who have opted out of social messaging and ensure that their preferences are abided by.
- The data held may be stored both in electronic and paper form, with no more than two electronic copies in existence at one time, each of which will be stored on a different device for backup purposes.
- Elected members of the Association committee will have access to members' and applicants' data solely for authorised tasks connected with the discharge of their duties.
- Members data will only be passed to members other than elected Officers with their specific prior consent.
- Members data will only be passed to third party organisations or companies where this is necessary to the operation of the Association and its services to members, for a purpose which provides a benefit to members, or where there is a legal requirement to do so.
- The Association will not gather any sensitive personal data.
- The Association will not send any data outside of the UK