Leytonstone Allotment Holders Co-Operative Association Limited

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

General Data Protection Regulation (GDPR) (EU) 2016/679

Privacy Statement

Members

The Leytonstone Allotment Holders Co-Operative Association Limited holds the following personal data for members :

- Name
- Postal address
- Contact telephone numbers
- email address
- plot number/s

The Association uses this information only for the purposes of managing the Roding Farm Allotment Site, of contacting members regarding administrative or tenancy matters, of providing relevant social and event information to members, and to invoice members' rents and fees.

The Association processes the member data it holds on the grounds of legitimate interests.

The data held by the Association (both physically and electronically), is securely stored by the Association Secretary and is available only to serving Officers for the performance of their duties.

Members' data will only be passed to members other than the Association Officers with permission.

Data will only be passed to third parties :

- For purposes necessary to the operation of the Association and the management of the site.
- Where the member requests that the details be provided.
- Where there is a legal requirement to do so.

Each member is entitled to see their own data entry and the Association will correct or update any data held as soon as possible on request and confirm that the correction or update has been made.

Members wishing to opt into, or out of, the Association social emailing services will have their contact preferences updated on request.

Members' data will be deleted following relinquishment of tenancy, determination of tenancy, or termination of membership (whichever is applicable). Timescales for deletion will be dependent on members removal of personal property from site and return of gate keys, but will normally occur within 14 days of confirmation of property clearance and receipt of keys by the Association.

Waiting List Applicants

The Leytonstone Allotment Holders Co-Operative Association Limited holds the following personal data for waiting list applicants :

- Name
- Postal address
- Contact telephone numbers
- email address

The Association uses this information only for the purposes of managing plot lettings at the Roding Farm Allotment Site.
The Association processes this data on the grounds of consent.

The data held by the Association (both physically and electronically), is securely stored by the Association Secretary and is available only to the Secretary.

Applicants' data will not be passed to members other than elected committee members for the specific purpose of conducting plot lettings.

Data will only be passed to third parties :

- For purposes necessary to the operation of the Association and the management of the site.
- Where there is a legal requirement to do so.

Applicants are entitled to see their own data entry and the Association will correct or update any data held as soon as possible on request and confirm that the correction or update has been made.

Applicants data will be deleted on a request to leave the waiting list being received. This will normally be done within seven days of such a request being received and deletion will be confirmed.