

HIGHGATE ALLOTMENTS ASSOCIATION

Data Protection Policy V1.0 April 2018

Mindful of recent changes in legislation, including the General Data Protection Regulation (GDPR) that comes into effect on 25th May 2018, the Highgate Allotments Association's Data Protection Policy is outlined below.

1. The Committee and Officers of the Highgate Allotment Association (HAA) will ensure that all data protection legislation is adhered to and will protect securely any data that it collects.
2. The data that Highgate Allotment Association collects, stores and processes is limited to the contact details of full tenant members, probationer members and potential tenant members on the HAA waiting lists, and former members who have recently relinquished their allotments (in case of any need to be in contact).
3. Contact details include names, postal and email addresses, telephone numbers including landlines and mobile phones.
4. This data is stored on the computers of HAA Committee members and will be used solely for the purpose of contacting full tenant members, probationer members and potential tenant members on the HAA waiting lists, for example to send email newsletters and other messages for the benefit of tenants.
5. Individual members may be contacted for other legitimate purposes, for example if there has been damage to an allotment or shed, the plot is being neglected or other reasonable purposes.
6. All email communications will be blind copied to protect individual confidentiality.
7. Members can request at any time that all their personal data held for communication purposes is deleted.
8. Highgate Allotment Association members' data will not be shared with other individuals or organisations except Haringey Council's Allotment Service for the lawful purpose of managing the Highgate Allotments.
9. Data on former members, who have relinquished allotments or had their tenancies terminated by Haringey Council will be stored for a reasonable time in case they need to be contacted about their former plot.
10. Individual members are welcome to ask for details of any of their own personal data that the Society holds on them.
11. Members are advised to inform the Site Secretary if their personal details change e.g. name, address, phone number and email address, so that records remain updated and members can be informed of Society news and business.