



## **Allotment Tenants Privacy Notice**

When you sign and return your Allotment Tenancy Agreement the information you provide (personal information such as name, address, email address, phone number) will be processed and stored, so that it is possible to contact you and respond to your correspondence, provide information, send invoices and receipts relating to your allotment tenancy. Your personal information will not be shared or provided to any other third party.

### **The Councils Right to Process Information**

GDPR Article 6 (1) (a) (b) and (c) (Data Protection Act 2018)  
Processing is with consent of the data subject

### **Information Security**

Stalham Town Council cares to ensure the security of personal data. It makes sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies. The Council will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted.

## **Your Rights**

### **Access to Information**

You have the right to request access to the information the Council has on you. You can do this by contacting the Data Information Officer: [clerk@stalhamtowncouncil.org](mailto:clerk@stalhamtowncouncil.org).

### **Information Correction**

If you believe that the information the council has about you is incorrect, you may contact it so that it can be updated and keep your data accurate. Please contact: [Clerk@stalhamtowncouncil.org](mailto:Clerk@stalhamtowncouncil.org).

### **Information Deletion**

If you wish Town Council to delete the information about you after you have either surrendered your allotment tenancy or have been given notice to quit, please contact: [clerk@stalhamtowncouncil.org](mailto:clerk@stalhamtowncouncil.org).

### **Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object: please contact [Clerk@stalhamtowncouncil.org](mailto:Clerk@stalhamtowncouncil.org)

### **Rights Related to Automated Decision Making and Profiling**

Stalham Town Council does not use automated decision making or profiling of personal data.

## **To Sum Up**

In accordance with the law, the Council only collects a limited amount of information about you that is necessary for correspondence, information and service provision, it does not use profiling, it does not

sell or pass your data to third parties. The Council does not use your data for purposes other than those specified. The Council makes sure your data is stored securely. All information deemed to be no longer necessary is deleted. It constantly reviews the Privacy Policies to keep it up to date in protecting your data.

## **Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Stalham Town Council Data Information Officer: [clerk@stalhamtowncouncil.org](mailto:clerk@stalhamtowncouncil.org) and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113.

Address: Flint House Low Road Repps With Bastwick NR29 5AH Tel: 01692 670531

Email: [Clerk@stalhamtowncouncil.org](mailto:Clerk@stalhamtowncouncil.org)

Approved 9.04.18