

Data Protection and Privacy Policy

The General Data Protection Regulation (GDPR) is already in force and we are currently in a period of implementation with the deadline for compliance set for 25th May 2018.

Does this apply to our association ?

The GDPR applies to any data controllers or data processors, so if we collect any personal data running our club (which we definitely will do as the Association has members) then the GDPR will apply to us.

What are the key changes for us ?

- **More communication**

We will need to give people more information about the data we hold and what we do with your data at the point at which we collect it.

Here is the data we hold about you :

Surname	Required
Known as	Required – usually a first name
Title	Helpful for correspondence
Initials	Required
Partner	Optional – held where members wish to jointly hold a plot
Phone No	Helpful for urgent communication
Mobile	Helpful for urgent communication
Email	If you have one. Helpful for timely and cost effective communication (saves postage and delays)
Address incl. postcode	Required. Used for communication, invoicing etc.
Plot No. Plot size Plot Rental	You may hold multiple plots and we maintain details of each separately.

Imberhorne Allotment Association

...where Gardeners grow

What do we do with your data ?

- Maintain a record of your membership and your current status, i.e. are you a current and paid up member.
- Maintain a site plan of who maintains which plot(s).
- Communicate with you using the information we have maintained.

Who has access to the information and why ?

- Your data is maintained by the Membership Secretary (currently Karen Colcomb) and is held by the Chairman, Secretary and Treasurer.
- At year end, when re-invoicing Association members, the Treasurer provides details held and requests confirmation of their accuracy. Members may update their records at any time.
- Details of the site plan are used by committee members who assist in the maintenance of the site.
- Details of the membership list may be used by committee members when arranging internal association events, issuing news letters or other Allotment Association communications.

What don't we do ?

- Your data is never passed to outside organisations for marketing or other purposes.
- We never back up your data to "the cloud". Any backup copies are strictly offline.
- We do not pass any financial information to credit reference agencies.
- When emails are sent to members, we use Blind Copy (Bcc) so that members' addresses are not visible.

If you have any concerns or want to know your specific data details please contact the Chairman, Secretary, or Membership Secretary.