



Allotment Tenancy 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, process invoices and receipts relating to your allotment tenancy. Your personal information will be not shared or provided to any other third party.

The Council's Right to Process Information

GDPR Article 6 (1) (a) (b) and (c) (Data Protection Act 2018)

Processing is with consent of the data subject

or

Processing is necessary for compliance with a legal obligation

or

Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract

Information Security

Hemsworth Town Council cares to ensure the security of personal data. The Council 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 for which it was collected 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 we have on you. You can do this by contacting the town clerk tel: 01977 6176107, email: clerk@hemsworthcouncil.co.uk

Information Correction

If you believe that the information the Council holds about you is incorrect, you may contact us so that it can be updated and kept accurate. Please contact the town clerk.

Information Deletion

If you wish Hemsworth Town Council to delete the information held about you after you have either surrendered your allotment tenancy or have been given notice to quit, please contact the town clerk.

Right to Object

If you believe that your data is not being processed for the purpose for which it was collected, you may object: Please contact the town clerk.

Rights Related to Automated Decision Making and Profiling

Hemsworth 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. The Council does not use profiling, nor does it 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. The Council deletes all information deemed to be no longer necessary. The Council regularly reviews its privacy policies to keep 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 the town clerk and the Information Commissioners Office – email casework@ico.org.uk, tel 0303 123 1113.