

# ALSAGER GARDENS ASSOCIATION

## Data Protection Privacy Notice.

### Introduction

Under the Data Protection Act, registration with the Information Commissioners Office (ICO), is not required if the organisation does not use CCTV, is established for non-profit purposes and does not make a profit, or if the organisation makes a profit for its own purposes if the profit is not used to enrich others and that the organisation does not hold “ sensitive data” as defined under the Act.

The AGA is not therefore required to register with the ICO (Information Commissioner's Office). nevertheless, under the Act, we have responsibilities of care.

For more information go to the ICO website <https://ico.org.uk/>

### What data do we keep?

We hold the data that a member or prospective member provides on their application form to become a member of the **Alsager Gardens Association (AGA)** or in applying for an allotment. This information is kept in documents that are held both manually and on computers and are processed electronically.

We are only allowed to keep data that are necessary for our association's activities. We keep the following data where provided:

- Name and postal address
- Telephone number(s)
- Email address

### Accuracy

We will endeavour to maintain accurate records, but we rely on members keeping us up-to-date.

Members can at any time ask the Secretary for a copy of their recorded data.

To request this, send an email to the Secretary at [AlsagerGardens@outlook.com](mailto:AlsagerGardens@outlook.com)

### What are the data used for?

The data are only used for legitimate Association uses; these include: Communication between committee members and other members as part of the daily running of the Association including; notification of Association meetings, the minutes of those meetings; allocation of allotment plots: the provision of seeds, potatoes and catalogues and notification of events and activities connected with the association.

We are affiliated to The National Allotment Society NAS, so we need to share and register the data we hold for our members with the NAS for members to receive NAS benefits

For more information of the NAS and members benefits go to their website at <https://www.nsalg.org.uk>

## **What is the data NOT used for?**

We will not disclose your data to other members or to third parties or use it on behalf of third parties.

For example, members may sometimes be lobbied to advertise a service or product that might be useful to other members of the association. We will not use your addresses to do this (ie. no "spam" allowed).

Such requests from third parties can however be placed on the Allotment Web Site, so that members can benefit from these offers.

Go to <http://www.alsagergardensassociation.org.uk/>

## **Who has access to the data?**

Only those who need access to the data have access.

The following committee members have access to all the member data: Chairman, Vice Chairman, Secretary, Treasurer, Membership Secretary, Trading Secretary.

The four Allotment Site Managers have access to the member data which is required for managing their individual allotment site.

Trading Hut Officers have temporary access to a paper record of member data while undertaking their specific hut duty, for the annual update of data and the verification of member trading.

## **What happens when a member leaves the Association or gives up their Plot?**

We do not keep data that is not needed for operation of the Association. To comply with good financial practice and to respond to any retrospective liability issues, data will be retained for 6 years. After this time, it will be deleted from our records.

## **How do we protect the data?**

The Data Protection Act does not specifically define the level of protection required for personal data, but rather recommends protection that is appropriate depending on the sensitivity of the data and the risks that might be incurred in the event of a security breach.

The data that we keep is not classed by the Act as sensitive (examples of sensitive information are bank account details, ethnicity etc.). We therefore assume that the risks that we are exposed to are no greater than the risks of an individual providing the same data to a friend for social purposes.

## **Email usage**

The Membership Secretary is responsible for mass emails across the membership. Mass emails to the membership are sent in such a way that addresses are not exposed. Eg Blind Copy (Bcc)

## **Passwords**

The data are held in documents on committee members' personal computers. The committee members are expected to take the usual precautions regarding security. There is sometimes a need to transmit a copy of all the data between committee members. Under these circumstances any document will be password protected and the password communicated separately. This is to mitigate the risk that the document is sent to the wrong recipient.

Mobile ("smart") phones are sometimes used for email purposes. Phones are vulnerable to loss and theft so if they are used for Association business they must at least use a 4-character PIN.

Spreadsheets containing multiple records will not be kept on phones.

### **Your rights and your data**

You have the right

- to request a copy of your personal data which the AGA holds about you;
- request that the AGA corrects any personal data if it is found to be inaccurate or out of date.
- to have your history deleted where it is no longer needed for AGA business

Any requests should be sent by email to the Secretary at [AlsagerGardens@outlook.com](mailto:AlsagerGardens@outlook.com)

### **Who is responsible for Data Protection?**

The nominated member of the committee responsible for Data Protection is The President of the Association - Derek Hough.

Contact the Secretary at [AlsagerGardens@outlook.com](mailto:AlsagerGardens@outlook.com)