

SNAPE PARISH COUNCIL

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 be not shared or provided to any other third party.

The Councils Right to Process Information

Snape Parish Council has the right to process your information under the following legislation:

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

Snape Parish Council cares to ensure the security of personal data. We make 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.

We 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

You have the following rights...

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer (see below).

Information Correction

If you believe that the information, we have about you is incorrect, you may contact us so that we can update it and keep your data accurate.

Information Deletion

If you wish Snape Parish Council to delete the information about you after you have either surrendered your allotment tenancy or have been given notice to quit, please contact us.

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object.

Rights Related to Automated Decision Making and Profiling

Snape Parish Council does not use automated decision making or profiling of personal data.

Contacting Snape Parish Council

Snape Parish Council's Clerk, Marie Backhouse. You can contact Marie in the following ways:

E-Mail: snapepc.clerk@gmail.com

Telephone: 01394 450919/07595757380

Write: 21 Ferry Road, Orford, Woodbridge, Suffolk IP12 2NR

To Sum Up In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling; we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our 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 Snape Parish Council Clerk Marie Backhouse (see above for contact details) and the Information Commissioners Office at casework@ico.org.uk or telephone 0303 123 1113.

Marie Backhouse Clerk to Snape Parish Council

22 September 2020