

# **MAIDSTONE ALLOTMENTS MANAGEMENT COMMITTEE (MAMC)**

## **GENERAL DATA PROTECTION REGULATION [GDPR]**

### **PRIVACY STATEMENT**

Maidstone Allotments Management Committee (MAMC) is an organisation whose responsibility is to manage all the allotments in Maidstone voluntarily, as required by Maidstone Borough Council. To that end there are a constitution and a management agreement between the two parties. There is a contractual agreement for ploholders (through the signing of a Tenancy Agreement) comprised of individuals who rent a plot. It operates through an elected committee.

MAMC is committed to protecting the privacy of its allotment holders. This privacy statement sets out the way we collect, store and process your personal information in accordance with current UK data protection legislation (the Data Protection Act 1998 and the EU General Data Protection Regulation (GDPR)).

This policy may be updated from time to time to ensure we continue to provide you with accurate information and remain compliant with the current law.

### **What is personal information?**

We will collect personal information when you sign a Tenancy Agreement with MAMC.

Personal information is information that can be used to identify you. Examples of personal information include your name, title, postal address, email address and telephone numbers.

### **What is the legal basis for collecting your information?**

MAMC only collects personal information to enable it to carry out its legitimate interests, to enable it to fulfil its obligations and to comply with legal requirements.

MAMC's legitimate interests are:

- Fulfilling our duty to plot holders.
- The promotion, marketing and advertising of Maidstone Allotments.
- Working to improve and develop new and existing initiatives for Maidstone Allotments.
- Improving understanding the needs of our plot holders.
- Handling enquiries and complaints.
- Complying with legal requirements and regulations.

## **How do we use your personal information?**

Your personal information will only be accessible to committee members if it is appropriate in order for them to carry out their role.

We may use your information in a variety of ways including:

- To process your Tenancy Agreement with MAMC.
- To send you information about the latest MAMC news via our newsletters and email.
- To send you governance information like the AGM).
- To update your information.

We will not sell or pass on your personal information for other organisations to use for their own purposes.

We will only share your information when we are legally obliged to at the request of a government or law enforcement authority.

## **Communication**

We will only contact you if you have told us that we can.

You can find out what personal information we hold about you and update your personal information by contacting us at :-

admin@maidstoneallotments.co.uk

You can request the removal of your personal information from our records at any time by contacting us at the same email address. These are required though if you rent an allotment plot

## **Security**

MAMC take the security of our plot holders personal information very seriously and take appropriate steps to ensure your data is securely stored.

Only authorised committee members are able to access your personal information and all personal information is transferred using secure processes. Our processes and systems are regularly reviewed to ensure they remain secure.

We only hold your personal information for as long as is necessary for us to administer our Agreement with you.

If and when we dispose of your information, it will always be done so securely.

JUNE 2018

**ENDS**