

## **Bath & North East Somerset Allotment Association: Privacy Statement**

This Statement is written in compliance with the General Data Protection Regulation (GDPR) which comes into force on 25<sup>th</sup> May 2018. The GDPR puts additional data transparency and control requirements on organisations and provides individuals with the right to know what data is stored, how it is being used and the procedure for correcting or removing personal details.

**Your Personal Data:** Because you have paid for membership of B&NES Allotments Association (hereafter referred to as “the Association”), we have assumed that you have voluntarily granted us permission to use the data you have supplied to us, i.e. exercised “a soft opt-in” in GDPR terms.

### *What data we need:*

The Association is the ‘Controller’ of the personal data. We hold this information on web-based software, membermojo. Our membership secretary acts as our data protection officer. The data we hold is collected via your membership application form or renewal, and is as follows: name(s), address, mobile and landline ‘phone numbers, email address, allotment site and plot number, subscription payment method, and willingness to volunteer at our Trading Hut. We also record which members require postal communications because they do not have an email address.

### *Why we need it:*

We need to know this basic personal data in order to manage our Association and help it meet its objectives. These objectives and the benefits of membership are set out on the website and in the welcome pack. We send you information about the Association and its activities routinely by e-mail, or by post for members who do not have internet access. We do not share your data with third parties. We will not collect any personal data from you we do not need. If we need further information we will contact you directly.

### *What we do with it*

All the personal data we hold is processed by designated Committee members for the purposes of emailing, newsletter circulation and Trading Hut volunteering and ordering (see “Where the data is held”, below). If we publish any news, photographs or video which could identify you, we will always get your prior permission.

No third parties have access to your personal data unless the law allows them to do so or you have given permission.

### *Where the data is held:*

The data that we collect from you is stored on the Association’s membership system which is provided by membermojo Limited (Company number 08956121). Access to the data is password protected and limited to those officers of the Association responsible for meeting the Association’s objectives and benefits (see “What we do with it”, above). You can access and edit your own data on the membermojo database via [this link](#).

The Association also uses MailChimp (a commercial mailing tool) for the purposes of sending e-newsletters and information about events. We extract members’ email addresses from membermojo and enter them into the Association’s Mailchimp database. We will hold this data while we continue to provide newsletters, or until your membership of the Association lapses (see “How long we keep it” below). You can also unsubscribe at any time by clicking the unsubscribe

button at the end of the newsletter. The MailChimp data is password protected, and only committee members authorised by Association officers have access to the list.

The Association offers its members the benefit of group discounts via annual seed, onion set and seed-potato orders. By completing an order form, you would be consenting to sharing your data with the Trading Hut manager who would delete the data 12 months after you provided it.

The Association aims to have a site representative on each Bath allotment site. The Membership Secretary provides each site representative with a password-protected list of members on their site, limited to name, email address and plot number.

#### *How long we keep membership data*

We hold the data for the length of your membership of the Association plus 12 months. Your membership will cease if you do not renew your annual membership within three months of the end of the membership year or if you contact us (via [membership@banes-allotments.org.uk](mailto:membership@banes-allotments.org.uk) or by post) before the end of membership year to ask for your membership to be cancelled.

You can also unsubscribe from the e-newsletter circulation by clicking the unsubscribe option at the end of the Mailchimp newsletter. Mailchimp will then automatically delete any data they hold which is linked to your email address.

#### *What are your rights?*

If at any point you believe the information we process on you is incorrect, you can access and amend your own data on membermojo via <https://membermojo.co.uk/>. If you do not have access to the internet, you can request to see your data, and have it corrected or deleted, by writing to The Secretary B&NES Allotments Association (current address: 22 Coronation Avenue, Bath, BA2 2JN).

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you contact the ICO on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or write to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Dated: 03.05.18