

## SCHEDULE THREE

### General Data Protection Regulation (GDPR) Statement

Gertie Gale's Allotment Committee uses, holds, and stores the Tenant's personal sensitive data to allow the Association to run and administer Gertie Gale's allotment gardens on Clevedon Road on behalf of Portishead Town Council. This data is normally restricted to the Chair, Secretary, Treasurer and Lettings Officer (and may include the Vice-Chair, and/or Data Protection Officer, and/or Site Manager, and/or Media Officer whenever necessary), and is used to communicate with all the Tenants.

The only personal sensitive data of the Tenant that is held are:

- Full name
- Residential address
- Contact telephone number(s)
- Email address(es).

The Committee do not hold any other personal data.

This personal data is collected from the **Contact Details Form** the Tenant completes as well as from emails the Committee will send to the Tenant annually to confirm that the data the Committee hold is accurate and up to date.

It is the responsibility of the Tenant to notify the Committee as soon as possible if any of these details change and need updating in the Association's records.

This data is stored in the original paper form and/or electronically.

The Committee will only hold and store this data whilst you are a Tenant of Gertie Gale's allotment garden. Once the Tenant leaves the allotment garden, the Tenant's data will be securely destroyed within twenty-eight (28) days. The Tenant's name and plot number(s) are retained until the end of the financial year (31st March) for the purposes of the allotment garden financial accounts and auditing purposes only.

The Committee uses this data:

- To provide you with information that the Committee issues with regard to the running and maintenance of the Site.
- To carry out our obligations with the Portishead Town Council arising from any tenancies entered into between the Tenant and the Association.

This data is only ever shared, viewed and held by the Committee above as well as the Council if requested. This data is never shared with anyone outside these people or organisations. The data is not shared with any other third parties.

By filling in the **Contact Details Form** the Tenant gives the Association permission to manage and hold the Tenant's personal data so the Committee can efficiently support and communicate with the Tenant regarding your tenancy with the Association in accordance with these regulations.

The Tenant has the right at anytime to request that the Committee delete any of the Tenants data the Association hold. If the Tenant wishes for their personal data to be removed from the Committee's records, please contact Gertie Gale's Association Secretary.