



Gnosall Allotments and Gardens Association

Data Privacy and Protection Policy

Introduction and Purpose

This policy for Gnosall Allotments & Gardens Association (GAGA) defines what information GAGA holds and how GAGA will use and store members data in order to provide services relevant to allotment holders and garden members. This policy is available to view on the GAGA website (www.gnosallallotments.org.uk).

What data does GAGA we collect and store?

Members data will be collected in one of two ways. Allotment holder's information (including name, address, phone number, email address, and allotment number) will be obtained by Gnosall Parish Council (GPC) as part of your tenancy application or renewal which will be shared with GAGA. Garden members will be asked to complete a membership form (including name, address, phone number and email address) directly to GAGA.

GAGA will also offer members the opportunity to purchase seeds and potatoes which are obtained direct from wholesale retailers. If you wish to place an order you will be asked to complete an application form so that your order can be processed, delivered and any issues resolved.

If you pay GAGA direct for any items (this could include sales made at the Shed, seed and potato orders or membership for garden members, if you pay by cheque, this will be handed promptly to the GAGA Treasurer to process. The details of the cheque are recorded so that any issues with payment can be resolved. Once the payment has cleared, then the record is deleted the following month.

How will GAGA store my data?

All personal information will be held by the Secretary who has responsibility to securely maintain a list of members to be able to coordinate activities, including the provision of insurance for allotment holders.

GAGA will store your data with a secure provider (currently Membermojo Ltd, The Spinney, Horsham Road, Dorking, Surrey, RH5 5RL - www.membermojo.co.uk) on their secure servers in the UK. Membermojo is the data processor and GAGA is the data controller. It may be that the data host needs to be changed but this will only be done with GAGA Committee agreement and to a data host that will keep data secure. Your data is only downloaded onto a password protected computer held by the secretary as and when there is a need to do so.

Copies of seed and potato order forms and membership forms will be passed to the Treasurer or Secretary and securely stored. Membership forms will be kept for as long as you remain a member of GAGA and for six months after you have ceased being a member. Seed and potato order forms are kept for no longer than twelve months.

How will GAGA process my data, who can see it and what can they see?

Your data is used by GAGA to be able to verify that you are an allotment holder and to provide all allotment holders with insurance. GAGA also use your data to send you occasional newsletters or other communications that may be of interest by email or post and to send all members seed and potato order forms once a year. If you do not wish to receive newsletters or other similar communications from GAGA please email the Secretary. The email address can be found on GAGA website or you can provide a written request which must be handed to any GAGA committee member.

Hand delivered communications are carried out by members of GAGA using a list generated by the Secretary which only contains your name and address. Committee members are required to destroy this list once delivery has been completed.

Seed and potato order forms are collated and sent to the wholesaler chosen by GAGA so that your order can be processed.

Who do you share my information with?

GAGA do not share your data with any other organisation unless required to do so by law or for insurance purposes.

What are my rights?

You have the right to see the data GAGA hold. You can do this by contacting the Secretary. The email address can be found on GAGA website or you can provide a written request which must be handed to any GAGA committee member.