

# LAMMERMOOR ALLOTMENTS ASSOCIATION

## Data Protection Policy



### Introduction

The data members provide on their application forms is kept in documents that are held and processed electronically. This means that the Association is subject to the Data Protection Act and the UK General Data Protection Regulation (UK GDPR). Under the Act, the information members provide is not classed as “sensitive data” and because we are a non-profit organisation, we do not have to register with the ICO (Information Commissioner’s Office). Nevertheless, under the law, we have responsibilities of care to uphold. This document outlines our policies.

For more information, the ICO website is here: <https://ico.org.uk>

### What Data Do We Keep?

We only keep data that is necessary for our Association’s activities. This includes:

Name and postal address

Telephone numbers

Email address

Plot number

### Legal Basis for Processing

We process your personal data under the legal basis of:

Legitimate interest – to administer the Association and communicate with members;

### Accuracy

We aim to maintain accurate records, but we rely on members to keep us up to date. Members can ask the Secretary at any time for a copy of their recorded data.

To request this, email: [lammermoorallotmentsassoc@outlook.com](mailto:lammermoorallotmentsassoc@outlook.com)

## What the Data Will Be Used For

Your data will only be used for legitimate Association purposes. This includes:

- Communication between committee members and members
- Notification of Association meetings
- Day-to-day management and administration

## What the Data Will NOT Be Used For

We will not disclose your data to other members or third parties, nor will we use it on behalf of third parties. For example, members may not be contacted for advertising purposes. We do not allow the use of member addresses or emails for unsolicited messaging or promotions.

## Who Can Access the Data?

Only those who need access can gain access. The following committee members have access to all member data:

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer
- Membership Officer (If created)

## Security

We take the security of your data seriously. Electronic data is password-protected and stored securely. Any paper records are kept in a locked location. Access is limited to the above-named committee members only.

## Sharing Data with Third Parties

We may share limited data with South Lanarkshire Council where required for the administration of plot rental or compliance with local authority regulations. We will never sell or share your data for commercial purposes.

## What Happens When a Member Leaves the Association?

We do not retain data longer than necessary. Data for members who leave is retained for up to 1 year, after which it is securely deleted. We keep this information briefly in case there is a need to contact a recently departed member.

## Member Rights and Complaints

Under data protection law, members have the right to:

- Access their data
- Request corrections or deletion
- Object to processing

If you have concerns about how your data is handled, please contact the Secretary. You also have the right to lodge a complaint with the Information Commissioner's Office (ICO):

<https://ico.org.uk>

## Review

This policy will be reviewed annually or when there are significant changes to the law or Association processes.