Shavington-cum-Gresty Parish Council
Main Rd, Shavington, Crewe, CW2 5DP

SHAVINGTON-CUM-GRESTY PARISH COUNCIL
ALLOTMENT PRIVACY POLICY

Approved Parish Council 4 October 2023
Reviewed Parish Council 4 November 2026

Shavington-cum-Gresty Parish Council is committed to protecting your personal information and ensuring that it is used appropriately and securely.

This privacy notice explains how we collect, use, store and share personal information when managing the allotments at Gresty Lane.

This privacy notice supports the council's primary privacy notice.

Information we collect

We only collect and use the minimum amount of personal information required when delivering a service to you. Wherever possible we use non-identifiable personal information.

We will use some or all of the personal information provided such as:

- your name, address
- contact details, such as email address, mobile phone number etc.
- age or date of birth to establish eligibility for concessionary rates
- rent payments and payment history
- correspondence relating to allotment tenancies

Purposes

We use your information to:

- manage applications and the allotment waiting list
- enter into, and fulfil a Tenancy Agreement
- deliver the service
- maintain and administer the allotment database
- contact you in the event of a problem with your tenancy/plot
- send out renewal information
- enable us to meet all legal and statutory obligations
- notify you of changes e.g. repairs and maintenance
- chase up outstanding payments

Information sharing/recipients

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Information will be shared with relevant Allotment volunteers specific to the Allotment you have tenancy on, as they assist in the running of our sites, including arranging plot-viewings for prospective tenants; inspecting plots; issuing notices.

Your information may be shared with other external government and enforcement agencies, for example Highway Services or the Environment Agency, if we need to report flooding or other issues at an allotment site.

Exceptionally, we may need to share information about you with the law enforcement agencies such as the police if we need to report theft, criminal damage or if we suspect that an allotment is used for unlawful purposes.

Legal basis for processing

Most of the personal information we process is provided to us directly by you, under the Data Protection Act 2018, the lawful bases we rely on for using your personal information is:

Article 6(1)(b) UK GDPR - We have a contractual obligation (Tenancy Agreement) with you.

Article 6(1)(e) UK GDPR - Where it is necessary for the performance of a task carried out in the public interest or in the exercise of local authority functions under the Allotment Act 1908 as modified under the Allotment Act 1950

The Data Controller

We are the Data Controller for this processing.

Protecting your information

Your information will be securely stored on our database.

Access is restricted to authorised staff. Should the transfer of personal information outside of the UK become necessary, it will only take place if permitted by law, and then only where there are appropriate safeguards in place to protect the personal information.

Your information is stored within the UK.

How long we will keep your personal information

We will only use your personal information whilst delivering the service to you and to deal with any questions or complaints that we may receive about this, unless the law requires us to keep it for a longer period. In practice, this means that your information will be kept for as long as you are a tenant, plus two years then destroyed. Your personal information would only be retained for longer than this in the event of tenancy determinations.

Rights of individuals

If you do not supply your personal details, we will be unable to enter into a contract with you for an allotment tenancy.

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Under data protection law, you have rights including:

- your right of access - you have the right to ask us for copies of your personal information
- your right to rectification - you have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- your right to erasure - you have the right to ask us to erase your personal information in certain circumstances
- your right to restriction of processing - you have the right to ask us to restrict the processing of your information in certain circumstances
- your right to data portability - you have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances

Please note that you are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Your right to withdraw consent

We require certain personal information to manage applications and tenancy agreements. If you do not provide the information needed, we may be unable to offer or administer an allotment tenancy.

Complaints

You can complain directly to the council using the following details:

By email: clerk@shavingtononline.co.uk

By post: Shavington-cum-Gresty Parish Council, Main Road, Shavington, Crewe, CW2 5DP

You also have the right to complain to the Information Commissioner's Office using the following details:

Information Commissioner's Office (ICO) website www.ico.co.uk

By post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Telephone: 0303 123 1113

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