



Central Swindon South Parish Council

South Swindon Parish Council Office
Gladstone Street
Swindon
SN1 2AU
allotments@southswindon-pc.gov.uk
T: 01793 312006

General Data Protection Regulations Allotment Tenants Privacy Policy

When you rent an allotment from South Swindon Parish Council, the information you provide (personal information such as name, address, contact phone number and email address) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, send invoices and receipts relating to your tenancy agreement. This information can only be accessed by the Finance Officer and the Allotment Administrator. Your personal information will not be shared or provided to any third party without your consent. If the event should arise that the Parish Council should be required to send a mass email to tenants, they will be sent blind (Bcc) so that addresses are not exposed.

The Councils Right to Process Information

General Data Protection Regulations Article 6 (1) sets out the conditions that must be met for processing personal data to be lawful.

- a. The data subject has given consent to processing of his or her personal data for one or more specific purposes.
- b. Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the data subject prior to entering the contract.
- c. Processing is necessary for compliance with a legal obligation to which the controller is subject.
- e. Processing is necessary for the performance of a task carried out in the public interest or in the exercise of office authority vested in the controller.

Information Security

South Swindon Parish Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After this it will be deleted.

Access to Information

You have the right to request access to the information we hold on you. You can do this by contacting us directly.

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate.

Information Deletion

If you wish South Swindon Parish Council to delete the information about you, please contact the Clerk to request this.

Right to Object

If you believe that your data is not being processed for purpose it has been collected for, you may object by contacting the Clerk.

Rights Related to Automated Decision Making and Profiling

South Swindon Parish Council does not use any form of automated decision making or profiling of individual personal data.

Complaints and Queries

Queries regarding this policy should be addressed to the Parish Clerk or you can speak to one of the local Councillors to see if they can resolve the issue for you. A full list of the Parish Councillors can be found on our website www.southswindon-pc.gov.uk/council/councillors/

You can complain to the Information Commissioners Office at:

Wycliffe House,
Water lane,
Wilmslow,
Cheshire
SK9 5AF
Tel: 0303 123 1113
www.ico.gov.uk



General Data Protection Regulations Allotment Tenants Privacy Notice

(to be signed and returned with your Tenancy Agreement)

I agree that I have read and understood South Swindon Parish Council's Allotment Tenants Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that South Swindon Parish Council can keep my contact information data during the period of my tenancy or until I request its removal.

I have the right to request modification on the information that you keep on record and will inform the Parish Council in writing any change of my personal details.

Name	
Address	
Landline No	
Mobile No	
Email address	
Signature	
Date	

My preferred methods of communication from the Parish Office are:

Phone: Landline Mobile Leave message if no answer
Email
Post

I give my consent for my email and phone number address to be shared with my site-rep