

Burnside and Vinery Allotments GDPR (General Data Protection Regulations) Privacy Notice.

In order to maintain contact with tenants, for items on the non-exhaustive list below: -

- Yearly plot fee requests.
- Advisement of the AGM date.
- Giving access to seed ordering.
- Supply guidance on site events.

The Society maintains a database of details for tenants and those on the waiting list, containing the following: -

- Name.
- Address.
- Telephone number - land line and mobile.
- Email Address - if applicable.

The data is stored in a secure central location and can only be accessed by the Committee of the Society, plus the webmaster and an IT specialist who designed the database.

When a tenant leaves the society, their data is deleted. Likewise, when someone on the waiting list notifies the Society that they no longer wish to remain on the list, or if they reach the top of the list but cannot be contacted, their information will be deleted.

Tenant and waiting list details will not be supplied to any other person or organisation except for the purposes of data processing (eg for sending correspondence on behalf of the Society), after which that person or organisation will be required to delete any copy of the data which they hold.