

# Vale Farm Horticultural Society

## Data protection Policy

### Context and Overview

#### Key Details

- Policy prepared by: Vale Farm Horticultural Society
- Policy became operational on: 25<sup>th</sup> May 2018
- Next Review date: AGM 2020

### Introduction

Vale Farm Horticultural Society needs to gather and use certain information about individuals. This can include plot holder names, address, phone numbers and emails and other people that the organisation has a relationship with or need to contact.

This policy describes how this personal data must be collected, handled, and stored to meet our data protection standards-and to comply with the law.

### Why we have this Policy

This Data Protection policy ensures Vale Farm Horticultural Society:

- Complies with Data protection Law
- Protects its members
- Is open to how we store and process individual data
- Protects itself from risks of Data Breach

### Data Protection Law

The Data protection Act 1998 describes how organisations must collect, handle and store personal information. These rules apply whether they are electronic, paper or by other means. To comply with the law, personal information must be collected and used fairly, stored safely and not disclosed unlawfully.

The Data Protection Act says that data must be:

- Processed fairly and lawfully
- Obtained only for specific, lawful purpose
- Adequate, relevant and not excessive
- Accurate and kept upto date
- Not held for any longer than necessary
- Processed in accordance with individual rights
- Protected in appropriate ways

### Policy

This policy applies to:

- All elected members of Vale Farm Horticultural Society committee

It applies to all data that Vale Farm Horticultural Society holds relating to all individual members of the Society.

- Names
- Addresses
- Email addresses
- Telephone Numbers
- any other information relating to individuals

## Consent to Holding and Processing of Data

Under GDPR, Vale Farm Horticultural Society is required to have a lawful basis in order to process personal data. However, that which is applicable to Allotment Societies that process personal data in order to manage their sites and tenancies, is legitimate interests, which is information that a society requires in order to undertake its role and includes that which the lease is required to keep.

Consent is given freely by signing Vale Farm Horticultural Societies' Tenancy Agreement

## Data Protection Risks

This policy helps to protect Vale Farm Horticultural Society from some data security risks, including:

- Breaches of confidentiality.
- Failing to offer choice
- Reputational damage
- Any emails sent out to members should be put in the Bcc box, otherwise this will be a potential breach of email disclosure.

## Responsibilities

Anyone elected to serve as a Committee member has some responsibility for ensuring data is collected, stored and handled appropriately.

However, these people have key areas of responsibility:

- The committee is ultimately responsible for ensuring that Vale Farm Horticultural Society meets its legal obligations.
- The Data Controller: determines the purpose and means of processing personal data
- The Data Processor: is responsible for processing the data on behalf of the organisation

## General Guidelines and Security

- The only persons able to access data covered by this policy should be those who require it for the plotters
- Personal Data should not be disclosed to unauthorised persons.
- Personal data should be reviewed regularly and updated as necessary. If no longer required, it should be deleted.
- Committee members should keep all personal data secure by taking sensible precautions.
- Any data held electronically should be secured by a firewall also with Antivirus protection. Any papers should be kept locked up when not in use.

- Data should only be stored on appropriate servers.
- Data should never be saved to a personal laptop or other mobile device.
- All servers should be protected by approved firewalls.

## Data Use

Personal data is of no value to Vale Farm Horticultural Society. However, if accessed unlawfully it is at risk of loss, corruption or theft.

Where required to, Vale Farm Horticultural Society will only collect data for the purpose of:

- tenancy agreements
- yearly invoices either by post and or email
- contacting plot holders by email or phone.
- keep a register of applicants
- keep names of all who are listed as being insured

## Data Accuracy

The law requires Vale Farm Horticultural Society to take reasonable steps to ensure that data is kept accurate and up to date.

- Data will be held in as few places as possible.
- Committee members should take every opportunity to ensure data is updated

## Access requests

All individuals who are the subject of personal data being held by Vale Farm Horticultural Society are entitled to:

- Ask what information is held
- Ask how to gain access to it
- Be informed how it is kept up to date
- Be informed how the organisation is meeting its data protection obligations

## Disclosing Data for other reasons

In certain circumstances, the Data Protection Act allows personal data to be disclosed to law enforcement agencies without the consent of the data subject. However, the Data controller will ensure that the request is legitimate before disclosure.

## Providing Information

Vale Farm Horticultural Society aims to ensure that individuals are aware that their data is being processed and that they understand;

- How the data is being used
- How to exercise their rights

To these ends, the organisation, Vale Farm Horticultural Society has a privacy statement, setting out how data relating to individuals is used.

# **Vale Farm Horticultural Society Privacy Statement**

Vale Farm Horticultural Society is committed to protecting all and any personal information held on its plot holders by us, for the management of the allotments.

We hold your personal information comprising of:

- Name
- Address
- Telephone numbers
- and any other information relevant to your tenancy

This is so we know who is renting a plot, who has access to the allotments and who is insured to be at the allotments.

Your information is also required to be written down on the Tenancy Agreement and is then stored in a secure location by the Society and may be kept on a computer until such a time as to when it is no longer required, it is then destroyed or deleted.

This information will only be used for the management and administration of the Society and the site and will not be shared or disclosed to third parties unless the Society is required to do so by law or in compliance with legal obligations.

The tenant may inspect their information held by the Society up on request.