

Northern Counties Allotments Association

Data Privacy Policy

1. Who is responsible for your data

Our Data Privacy Policy applies to the personal data that the Northern Counties Allotments Association collects and uses. References in this Data Privacy Policy to “Northern Counties Allotments Association”, “NCAA”, “we”, “us” or “our” mean the Northern Counties Allotments Association Limited, a company registered in England and Wales with registration number 11277600 and registered office at Portland House, Belmont Business Park, Durham DH1 1TW.

GDPR means the General Data Protection Regulation.

We control the ways your personal data are collected and the purposes for which your personal data are used by Northern Counties Allotments Association and are the “data controller” for the purposes of the UK Data Protection Act 1998, the General Data Protection Regulation and other applicable European data protection legislation. Our current Data Protection Officer is David Banks.

2. Personal data we collect about you and how we use it

When using the term “personal data” in our Data Privacy Policy, we mean information that relates to you and allows us to identify you, either directly or in combination with other information that we may hold.

2.1 Collecting data - Mailing List

If you are on our mailing list and you are not a Member of the NCAA then your email address and possibly your name will be the only personal data we hold. Any other content on the subscribing email such as your company, telephone number, address etc. will not be added to our database.

2.2 Collecting data - Membership details

Your personal data may include, for example:

Your name.

Contact details – email address, postal address, telephone number etc.

Allotment Association/Society.

We will never ask you for ‘sensitive personal data’. See Article 9 of the GDPR Act for more information on Sensitive Personal Data.

2.3 How we use your data

Mailing List – we will use your email address to inform you of the work the NCAA does, any meetings that you can attend, courses and events you can participate in and any information we believe you should have in connection with allotment legislation, bulletins from DEFRA and other bodies which affect allotments.

Membership – we will use the data to contact you about any of the information in the last section (mailing list) plus details about membership renewal, NCAA meetings such as the AGM, any changes to the governance of the NCAA, any policy changes and anything else that may affect your membership.

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2.4 Sharing your data

We do not share your data unless required by law.

3. Why we collect your data

We believe that the appropriate basis for holding email data about individuals is a Legitimate Interest. We have identified the Legitimate Interests are:

- (a) The NCAA is an organisation providing services, consultancy, mentoring, advice and general help to any person in the geographic area stated in the Constitution who has an interest in allotments and gardening in general.
- (b) The NCAA also runs courses, attends shows and other events and arranges visits allied to allotment and general gardening and horticulture.
- (c) The NCAA informs individuals and organisations of legislation and changes to that legislation concerned with allotments and gardening in general and runs courses on rodent control, health and safety etc.

We have identified the target audience within the geographic area stated in the Constitution with a Legitimate Interest as:

- (d) Individuals (Data Subjects) with an interest in allotments and gardening in general.
- (e) Associations and other organisations managing allotment sites.
- (f) Local Government Authorities and Private Landlords who own or lease land for allotment use.
- (g) Charities, businesses and other organisations that have an interest in allotments, gardening or horticulture etc.

Please note that only (d) above is subject to the General Data Protection Regulations unless any entity in (e) to (g) above is a Limited Liability Partnership, a Sole Trader or other similar entity.

4. How long do we keep your data.

We will remove your data immediately you unsubscribe from our mailing list.

For membership records we will keep records for as long as legislation requires – typically HMRC requires us to keep financial records for a certain number of years.

5. Rights you have over your data

You have a range of rights over your data, which include the following:

Where data processing is based on consent, you may revoke this consent at any time and we will make it as easy as possible for you to do this (for example by putting 'unsubscribe' links at the bottom of all our emails).

You have the right to ask for rectification and/or deletion of your information.

You have the right of access to your information.

You have the right to lodge a complaint with the Information Commissioner if you feel your rights have been infringed.

A full summary of your legal rights over your data can be found on the Information Commissioner's website here: <https://ico.org.uk/>

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If you would like to access the rights listed above, or any other legal rights you have over your data under current legislation, please get in touch with us. You can use the email address gdpr@ncaa.org.uk or write to us at the Secretary's address on the Contact page of the website.

6. Modifications

We may modify this Data Privacy Policy from time to time and will publish the most current version on our website. If a modification meaningfully reduces your rights, we'll notify people whose personal data we hold and is affected.