

Sale Horticultural and Allotments Society

Privacy Policy

Introduction

This Privacy Policy explains how we collect, use, share, and protect your personal information. It also sets out your rights relating to your personal data and how you can exercise those rights.

A copy of the policy is available on our website: www.shas.org.uk.

Who we are

We are the Sale Horticultural and Allotments Society (SHAS), responsible for managing the Grosvenor Road allotment site on behalf of Trafford Borough Council.

For the purpose of the Data Protection legislation, we are the Data Controller of your personal data. This means that we are responsible for deciding how we use your information.

Data Protection Officer ("DPO")

The SHAS Membership Secretary is our nominated Data Protection Officer (DPO).

Should you wish to exercise any of your rights under the Data Protection legislation, or have any questions relating to this Privacy Policy, please contact the DPO: email membership@shas.org.uk.

Personal information

Personal information is information about you from which you can be identified. We will not collect any personal information about you that we do not actually need for the purposes of managing the membership of SHAS and managing the allotment site.

The personal information we collect includes:

- **personal details, such as your title and full name;**
- **contact details**, such as email address, mobile number and/or landline phone number;
- **home address**, including house name/number, postcode, street name, town and county;
- **special categories of data**, such as whether you have requested concessionary rates for membership or plot rental fees;
- **age and/or date of birth**, to support requests for concessionary rates;
- **records of your communication with us**, such as emails, text messages, letters, complaints or comments regarding our products or services, requests to erect greenhouses and/or sheds, made in any form, including complaints made orally, by email, letter and/or by online contact form submissions;
- **information relating to any promotions taken up**, such as plant sales and organised activities and events;
- **membership information**, such as Membership start date and payments made;
- **plot tenancy information**, such as number and size of plot, tenancy start date, payments made, communications about your tending of the plot, and details of any nominated joint-plot holders;

Our legal grounds and purposes for collecting your personal information:

We collect this information because it is in our legitimate interests to do so, in order to:

- Manage your membership of the Society
- Managing your plot tenancy on behalf of Trafford Borough Council (Plot holders only)
- Request and collect payment of membership fees and plot rentals
- Keep you informed of our activities, products and services which we believe may interest you as a Member of the Society
- Provide information to relevant parties such as Trafford Borough Council, national and local allotment societies,
- Provide information to insurance companies and brokers in respect of our Public Liability insurance

Provision of the requested personal information is a condition of Membership and Plot Tenancy of the Society. If you do not provide the information requested, or object to it being stored and used in paper and electronic formats by the Society, we will be unable to accept you as a Member of SHAS or as a tenant of a plot at Grosvenor Road Allotments.

Disclosing and sharing your information

We will only disclose/share information about you in the following circumstances:

- it is being provided to the landlord, Trafford Borough Council as a condition of our Lease,
- it is provided to National or Local Allotment Societies as a condition of our membership of such societies
- It is provided to insurance companies, agents or brokers as a condition of obtaining relevant insurance cover
- it is required by law;

Your rights

Under the Data Protection legislation, you have the right to:

- ask for a free copy of any personal data we hold about you;
- ask for correction of any inaccurate information held about you;
- ask for your personal data to be deleted from our system/database. Please note that this will automatically cancel your membership, and also your plot tenancy if you are a plot holder
- complain to the Information Commissioner's Office if you are not satisfied with our use of your data (<https://ico.org.uk>).

Should you wish to exercise any of your rights under the Data Protection legislation, please contact our DPO, see details above.

Information Security

Your information is held in database and spreadsheet programmes on computers protected by password, with access limited to SHAS Committee members for use in the legitimate performance of their duties.

This data is important and we make every reasonable effort to keep it safe, including:

- making regular backups of files;
- protecting workstations with virus scanning software;
- using a system of passwords so that access to data is restricted;
- allowing only committee members access to the data;

Retaining your information

We keep your data for as long as is necessary to provide our products and services to you and/or to fulfil our legal and regulatory obligations, or for 10 years, whichever is the longest.

Links to Other Websites

In our website www.shas.org.uk certain links, including hypertext links, will lead you to website or pages that are not under our control. These links are provided for your information and convenience and the inclusion of any link does not imply endorsement by us in any way of the site to which a particular link leads. We accept no responsibility or liability for the content of other websites. If you are redirected to another website via our website, you will need to contact that organisation separately to remove your details from their records. No one may link into this site without prior written consent.

Updating this Privacy Policy

We reserve the right to amend or update this Privacy Policy at any time and in response to changes in the Data Protection legislation. We will notify you of any changes we consider to be significant.