



## **Ware Town Council**

### **Allotment Tenants Privacy Notice**

#### **When you apply for an Allotment Tenancy Agreement**

The information you provide (personal information such as name, address, email address, phone number, organisation) 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 allotment tenancy. Your personal information will be not shared or provided to any other third party without your consent.

#### **The Councils Right to Process Information**

General Data Protection Regulation (GDPR) Article 6 (1) (a) (b) and (e) allows us to hold and process information if:

Processing is with consent of the data subject, or

Processing is necessary for compliance with a legal obligation , or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

#### **Information Security**

Ware Town Council cares 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 which it will be deleted.

#### **Your Rights**

##### **Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: [townclerk@waretowncouncil.gov.uk](mailto:townclerk@waretowncouncil.gov.uk)

##### **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. Please contact:  
[townclerk@waretowncouncil.gov.uk](mailto:townclerk@waretowncouncil.gov.uk)

**Information Deletion**

If you wish Ware Town Council to delete the information about you after you have either surrendered your allotment tenancy or have been given notice to quit, please contact: [townclerk@waretowncouncil.gov.uk](mailto:townclerk@waretowncouncil.gov.uk)

**Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact [townclerk@waretowncouncil.gov.uk](mailto:townclerk@waretowncouncil.gov.uk)

**Rights Related to Automated Decision Making and Profiling**

Ware Town Council does not use automated decision making or profiling of individual personal data.

**To Sum Up**

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

**Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Ware Town Council Data Information Officer:

[townclerk@waretowncouncil.gov.uk](mailto:townclerk@waretowncouncil.gov.uk) and the Information Commissioners Office

[casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113

Ware Town Council, The Priory, High Street, Ware. SG12 9AL

Tel: 01920 460316

Email: [townclerk@waretowncouncil.gov.uk](mailto:townclerk@waretowncouncil.gov.uk)