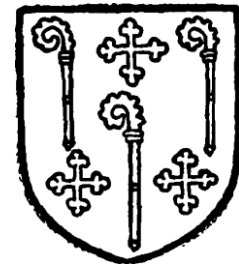


# Twywell Parish Council

Parish Clerk  
2 Gordon Terrace  
Twywell  
Northamptonshire  
NN14 3AH

Telephone: 07960 214820  
E-mail: [clerk@twywellparishcouncil.co.uk](mailto:clerk@twywellparishcouncil.co.uk)  
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## PRIVACY NOTICE FOR ALLOTMENT HOLDERS

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Twywell Parish Council are in charge of your personal information (or personal data). This means the Parish Council is called the Data Controller.

**The postal address of the Parish Council is above :**

If you would like to contact us about the personal data and information, we hold on your behalf please contact our Parish Clerk.

**Clerk: Helen Keech**  
**Tel: 07960 214820.**  
**Email: [clerk@twywellparishcouncil.co.uk](mailto:clerk@twywellparishcouncil.co.uk)**  
**Or send a letter to the above address.**

Under data protection law, individuals have a right to be informed about how the Parish Council uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about parents/carers.

### What is personal data

Is any information about a living individual, which allows them to be identified from that data (for example a name, photographs, videos, email address, or address).

Identification can be by directly using the personal data itself or by combining it with other information which helps to identify a living individual.

### The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Contact preferences (such as your name, address, email address and telephone numbers)
- Completed signed tenancy agreement
- Details of any complaints you have made

## Why we use this data

We use this data to:

Record your name and other identifying particulars to register you as an allotment holder and to enable the council to communicate with you regarding the allotment, including invoices, and letters in relation to your tenancy agreement.

## Our lawful basis for using this data

The use of your data is lawful for the following reasons:

- We have obtained consent to use it in a certain way

Whilst the majority of processing of personal data we hold about you will not require your consent, we will inform you if your consent is required and seek that consent before any processing takes place.

## Special Category Data

We do not request or hold data information within this category.

## How we store this data and what we do with it

The information that you have provided the Twywell Parish Council will be held by the Twywell Parish Council and will only be accessed by the Twywell Parish Council. We will only use the information that you have provided for the purpose of your application for an allotment, for correspondence on allotment matters such as; rent invoices, and inspection notices and for any letters related to allotments. We will not use it for any other Twywell Parish Council purpose, unless we have your consent, or this is provided by law.

The Twywell Parish Council will keep hold of your information in accordance with the following rules:

- In case of queries, or application to go onto the waiting list, for as long as is necessary
- For the duration that you hold the allotment
- Once you have ended your allotment agreement, any data we hold will be destroyed.

We have put in place appropriate security measures to prevent your personal information being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

## Data sharing

We do not share information about allotment holders with any third party without consent.

## Allotment holders' rights regarding personal data

Individuals have a right to make a 'subject access request' to gain access to personal information that the Parish Council holds about them.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

Give you a description of it

Tell you why we are holding and processing it, and how long we will keep it for

Explain where we got it from, if not from you

- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

If you would like to make a request, please contact the Parish Clerk.

You also have the following rights under data protection law:-

- The right to correct and update the personal data we hold on you. If the data we hold about you is out of date, incomplete or incorrect you can inform us and we will update.
- The right to have your personal data erased if you feel we should no longer be using it or are using it unlawfully. When we receive your request we will then either confirm that it has been deleted or explain why it cannot be deleted. e.g. because we need it to comply with a legal obligation.
- The right to object to processing of your personal data or to restrict it to certain purposes only. You can request us to stop processing your data or ask us to restrict what we do with it. When we receive your request we will let you know if we are able to comply or if we have a legal obligation to continue.
- The right to data portability – You can request that we transfer data to another controller. Where this is feasible we will do this within one month of receiving your request.
- The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained. In certain circumstances, be notified of a data breach
- The right to lodge a complaint with the Information Commissioner’s Office.

To exercise any of these rights, please contact the Parish Clerk.

## Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact the Parish Clerk.

Alternatively, you can make a complaint to the Information Commissioner’s Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Policy Control Sheet

|                      |                        |
|----------------------|------------------------|
| Version:             | 01                     |
| Approved by:         | Twywell Parish Council |
| Date Approved:       | June 2024              |
| Date of next review: | June 2025              |
| Policy Owner:        | Clerk - Helen Keech    |

| Document History |                |            |  |
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