

Privacy Notice for Allotments

Important information:

Our core data protection obligations and commitments are set out in the Council's primary privacy notice at www.bolton.gov.uk

This Privacy Notice provides additional information on how we collect, use, and share personal information about you in relation to Allotments and the types of personal information we need to process, including information the law describes as 'special' because of its sensitivity.

It is important that you read this Privacy Notice, together with any other privacy information we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

Purposes

We collect your personal information for the following purposes:

- To deliver allotments and allotments services.
- To enter into tenancy agreements for individual allotment plots.
- To set up an account for rent to be paid into under tenancy agreements.
- To keep and maintain waiting lists for allotments.
- To carry out statistical analysis so that we can monitor, develop, and improve our services.

Categories of personal data

In order to carry out these purposes we may collect and obtain:

- Name.
- Address, including post code.
- Telephone number.
- Email address.
- Nationality.
- Payment information.
- Charity number (if applicable).
- Society / organisation number (if applicable).
- Contact we have had with you, such as any correspondence and formal complaints.
- Photographs of allotment sites and plots and the condition thereof.
- Tenancy agreements.
- Forwarding address for refunds/bills etc when a tenancy is terminated.

Occasionally we may also ask for more sensitive information about you, commonly known as 'special category personal information'. We may ask for these extra details because they may help us to deliver a specific service and/or activity and help us to improve our services. These extra details could include disability information and ethnic origin.

Legal basis for processing

The legal basis under **Article 6** of the UK GDPR for processing personal information is:

(e) – public task: the processing is necessary to perform a task carried out in the public interest by providing and maintaining allotments under the Allotments Acts 1908 – 1950.

The legal basis under **Article 9** of the UK GDPR for processing special category data is:

(g) – substantial public interest: the processing is necessary for reasons of substantial public interest in order to comply with UK legislation i.e. to ensure we abide with the Equality Act 2010.

Information sharing/recipients

We may share personal information about you with the following types of organisations:

- Relevant allotment societies, for example The National Allotment Society (however, personal data will not be shared with this Society).
- Other relevant services in the Council. For example, when they are required to help us provide the services you have requested or when it is necessary to answer an issue or query that you have raised which is beyond the expertise of the service.
- Any other relevant organisations.

We may on occasion be asked to provide your personal data by relevant authorities with regulatory powers such as the police, government departments, and other local authorities for the purposes of the prevention or detection of crime and/or the apprehension or prosecution of offenders without permission of the data subject. The Council will consider such requests on a case-by-case basis.

Data Transfers beyond European Economic Area (EEA)

All Council data is processed wholly within the UK.

Automated Decisions

For this service all the decisions we made about you involve human intervention.

Data retention/criteria

We will only keep your personal information for as long as the law specifies or where the law does not specify this, for the length of time determined by our business requirements.

Rights of individuals

You have certain rights in relation to the Council's use of your personal information.

To find out more about how these rights apply in particular circumstances, please refer to our Guide - <https://www.bolton.gov.uk/downloads/file/1482/guide-to-exercising-your-rights> - to exercising your rights which includes information about how to:

- Exercise your rights.
- Contact our Data Protection Officer.
- Raise a concern with us.
- Make a complaint to the Information Commissioner's Office (ICO).

If you wish to exercise your rights or raise a concern about the handling of your personal information by the Council, please contact the Council's Data Protection Officer at:

DPO

Mark Allen
Town Hall
Victoria Square
Bolton
BL1 1RU
01204 332064
dop@bolton.gov.uk

You also have the right to complain to the Information Commissioner's Office if you are unhappy about how we process your information: The ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or by telephone: 0303 123 1113

Updates to Privacy Notice

We may update or revise this Privacy Notice at any time. If you are reading this as a printed copy please refer to www.bolton.gov.uk for the most up to date version.