

Privacy Notice for Allotment Holders

Settle Town Council ('the Council') is a data controller in accordance with the Data Protection Act 2018. This notice provides details of the information that we collect from you, what we do with it, and who it might be shared with.

What information do we collect from you?

When you apply for an allotment from the Council, we will collect your name, and contact details including home, email addresses and telephone number.

Why do we collect this information?

Your name and other identifying particulars are requested so as to register you as an allotment holder should one become available.

Who might we share this information with?

The Council will not share any of the information that it holds about you with any third party, unless you have given your written consent, or if otherwise this is permitted by law.

What do we do with your information?

The information that you have provided will be held by the Council and will only be accessed by authorised Council employees. We will only use the information that you have provided for the purpose of your application for an allotment, and will not use it for any other Council purpose, unless we have your consent, or this is provided by law.

How long do we keep hold of your information?

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

- In case of queries, for as long as necessary to deal with any queries (in case your application is unsuccessful).
- For the duration that you hold an allotment.
- After you have ceased to hold an allotment, based on any legal and regulatory requirements.

How can I access the information you hold about me?

By making a Subject Access Request and going onto the Council's website at clerk@settletowncouncil.org.uk or writing to the Clerk to the Council, Settle Town Council, Town Hall, Market Place, Settle, BD24 9EJ. You also have the right to complain to the Information Commissioner's Office as it can investigate compliance with data protection law: www.ico.org.uk