

## Burnside and Vinery Allotments GDPR (General Data Protection Regulations) Privacy Notice.

In order to maintain contact with tenants, for items on the non-exhaustive list below: -

- Yearly plot fee requests.
- Advisement of the AGM date.
- Giving access to seed ordering.
- Supply guidance on site events.

The society maintains a data base of tenant details, containing the following: -

- Name.
- Address.
- Telephone number - land line and mobile.
- Email Address - if applicable.

The data is stored in a secure central location and can only be accessed by the following people: -

- Site Managers – to add new tenants, remove leaving tenants, make updates as advised by tenants.
- Chairman – to be able to contact tenants as and when the need arises.
- Webmaster – to be able to send out advisement emails.
- Data base builder – to keep the process and access details up to date.
- Treasurer – to send out plot fee requests.

When a tenant leaves the society, their data is deleted.

Contact details are not supplied to any other people or organisation.