

## Privacy Statement

### Introduction

This privacy policy sets out how we (The Active Lifestyles team, Croydon Council) use and protect any information that you give us when you are accessing Allotment services managed by Croydon Council. Express consent is sought from you for this process. We will not process any personal information without your consent to do so, this means that you will only be placed on a waiting list for an Allotment or be offered an Allotment to manage once we have your explicit consent to use your personal information.

### What information we collect from you and what we will do with it?

When you consent to be placed on the allotment waiting list, the following personal information from you; name, address, postcode, email address and telephone number. This information is collected solely for the purposes of making contact with you once an Allotment becomes available and you are the next in line on the waiting list. The personal information you provide will be stored on the database system Colony 6 (owned and managed by MCPC Systems UK Ltd).

The Active Lifestyles team will make contact with you on an annual basis to assess whether you still wish to remain on the waiting list and to ensure that your contact information is still accurate. Your personal information may be removed from the waiting list if it is not possible to secure your ongoing consent to continue to hold your personal information on the waiting list.

Once an Allotment is available we will request access to the following personal information; name, date of birth, address, postcode, email address and telephone number. This information is collected for the purposes of managing the administration of the Lease to your allotment. The personal information you provide will be stored on the database system Colony 6 (owned and managed by MCPC Systems UK Ltd).

We may produce reports from the data you provide to demonstrate the impact of the Allotment service. However, the data we present will be anonymised and amalgamated to prevent the identification of yourself as an allotment plot holder.

### Processing by consent

This information is collected with your consent to do so. You have the right to change your mind about anything you have consented to. Please contact the Active Lifestyles team via the contact details listed in the "Contacts" section to request to change your preferences for consent. Please note your consent to process your personal information is essential to be able to include you on the waiting list. Changes to your consent may result in your removal from the waiting list.

### Processing is necessary for the performance of a contract

In order for you to be allocated an allotment you will have to complete an allotment leaseholder agreement. In managing this contract with you, the Active lifestyles team will need to process your personal information through storing on the Colony 6 database and

using your contact information to communicate with you regarding your allotment and/or leaseholder agreement.

#### Who will we share information with?

The personal information you provide will be stored on the database system Colony 6 (owned and managed by MCPC Systems UK Ltd). This information will be accessible by the Active Lifestyles team for the purposes of administering your use of the Allotments. This information will be accessible to MCPC Systems UK Ltd for the purposes of administering and providing technology support of the Colony 6 database.

The data you provide has been limited solely for these purposes and will not be shared with any third part without your explicit consent to do so.

#### How long will data be kept for?

We will attempt to allocate an Allotment to you as soon as possible, however this may not always be possible. Your contact information may remain on the Colony 6 waiting list for an indefinite period as a result. The Active Lifestyles team will contact you on an annual basis to secure your consent to continue to hold your contact information on this waiting list. If your consent cannot be obtained, your information will be removed from the Colony 6 database.

If you decide that you no longer wish to continue managing your allotment, your allotment will be offered to another plot holder. Your personal information will be anonymised and the record associated to you will be held by the Active Lifestyles team on the Colony 6 database for 7 years after the lease has ended (in accordance with Retention Guidelines for Local Authorities, 8.9). After this point the record will be removed from the Colony 6 database.

#### Your rights over the data collected

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right of access; request a copy of the personal data which the Active Lifestyles team hold about you.
- Right to rectification; request that the Active Lifestyles team correct any personal data if it is found to be inaccurate or out of date.
- Right to erasure; request that your personal data is erased where it is no longer necessary for the Active Lifestyles team to retain such data.
- Right to restrict processing; request to limit data processing.
- Right to object to processing; request that no further processing is made of your data.
- You have the right to lodge a complaint with the Information Commissioner's Office. We have supplied their contact details below for convenience.

## Contact

To request copies of information held email [SAR@croydon.gov.uk](mailto:SAR@croydon.gov.uk). To exercise any or all relevant other rights, raise queries or make complaints please in the first instance contact to Active Lifestyles team by email on [allotments@croydon.gov.uk](mailto:allotments@croydon.gov.uk).

### **Active Lifestyles team;**

020 8726 6900

[allotments@croydon.gov.uk](mailto:allotments@croydon.gov.uk)

### **Croydon Council's Data Protection Officer;**

[DPO@croydon.gov.uk](mailto:DPO@croydon.gov.uk)

### **To contact the Information Commissioner's Office;**

For independent advice about data protection you can contact the Information Commissioner's Office at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5A or email [casework@ico.org.uk](mailto:casework@ico.org.uk) or call 0303 123 1113.