



# THE MARLOW ALLOTMENTS ASSOCIATION

Dear Marlow Allotment tenant

## **Data Protection Act 2018**

The Data Protection Act 2018 came into force on 24 May 2018. The Marlow Allotments Association (MAA) must comply with its provisions, which relate to the information we hold about you and how we use it.

### **Your data**

We hold your name, postal address, telephone number (land and/or mobile) and your email address where this has been given to us, along with your allotment plot number.

We have acquired this information initially from Marlow Town Council (MTC), with occasional updates directly from you the tenant. MTC require you to opt in to the lawful use of your data, and this opt in is delegated to us by them.

Your data is held on the personal computers of the Allotment Association's Secretary, Deputy and Treasurer. No one else has direct access to the information held on these computers. It can be made available on request to other elected members of the Association Committee, who are aware that the data must remain confidential.

We do not pass this information on to any other organisation. However, if you are a member of the Marlow Allotments Association, we are required to pass on your name to the National Allotments Association (NSALG), of whom the MAA is a member and obtains benefits. The NSALG does not pass this information onto any other organisation.

If you have completed a membership application form this will be kept in a secure place and destroyed by shredding at the end of the tenancy year.

If you cease to be a tenant of Marlow Allotments we will delete your data from the Association's computers, either immediately or at the end of the tenancy period.  
You may request deletion of your data from the Association's records at any time.

### **Reasons for holding your data**

We require your personal information specified above (your data) to communicate with you either by email, post, direct to your letterbox or telephone to administer your membership of the Association.

Other communication includes a regular newsletter containing allotment news, gardening tips, and information on the benefits of Association membership, including details of products or events available to members, email notifications of events, allotment updates, warnings and other allotment related matters.

If you have any questions regarding this, please contact our Hon. Secretary at

marlowallotmentassociation@gmail.com  
01628 473 946 or 07939 097771

Last Updated: 22<sup>nd</sup> June 2024