

Addiscombe, Woodside & Shirley Leisure Gardens Ltd



AWSLG Data Protection Policy

The following information provides details on how we may collect, use and where appropriate share personal information for the administration and management of our allotment in accordance with the General Data Protection Regulations (GDPR).

Our contact details

Name: The Secretary

Address: Between 58 and 60, Glenthorne Avenue, Croydon CR0 7EZ

E-mail: awslg.ltd@gmail.com

The type of personal information we collect

We currently collect and process the following information:

- Names
- Addresses
- Email Addresses
- Phone Numbers
- Commencement date of the tenancy
- Plot Allocations
- Plot Rental Details
- Details of the AWSLG shares allocation
- Emergency Contact Number

How we get the personal information and why we have it

We collect personal information by email and through face to face contact with you, or on occasion an agreed representative nominated by you.

We will use your personal data for the following purposes:

- Maintain and administer the Allotments service database and supporting systems;
- Maintain our accounts and financial records, process relevant financial transactions, and follow up outstanding plot rental payments;
- Identify you when you contact us and when we contact you;
- Contact you in the event of problem with your tenancy/plot or notify you of changes to your plot or agreement e.g. repairs, maintenance;
- Send out allotment's communications;
- Investigate and respond to issues related to the AWSLG allotment site;
- Investigate complaints, such as property damages, anti social behaviour or other concerns;
- Monitor complaints, comments and other feedback;
- Maintain Share Database

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting awslg.ltd@gmail.com
- (b) We have a contractual obligation.
- (c) We have a legal obligation.
- (d) We have a vital interest.
- (e) We need it to perform a public task.
- (f) We have a legitimate interest.

How we store your personal information

Your information is securely stored. We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at awslg.ltd@gmail.com if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at awslg.ltd@gmail.com

You can also complain to the Information Commissioner's Office (ICO) if you are unhappy with how we have used your data.

The Information Commissioner is the UK's independent body set up to uphold information rights

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>