

## **CODICOTE PARISH COUNCIL PRIVACY POLICY - ALLOTMENTS**

Codicote Parish Council is committed to respecting your privacy and the privacy of every allotment tenant. The information we collect about you will be used to fulfil the required services and enable us to improve how, as an organisation, we deal with you.

Should you have a question about the data we store, our contact details are:-

Lorraine Ellis  
Codicote Parish Council  
107a High Street  
Codicote  
SG4 8XE  
[codicoteparishcouncil@btconnect.com](mailto:codicoteparishcouncil@btconnect.com)  
01438 821770

The information that we collect about you will only be used lawfully in accordance with the Data Protection Act 1998 and the General Data Protection Regulation 2018). All data is retained exclusively within the United Kingdom, or transferred only to 'third countries' where 'adequacy of protection' or specific certification as defined by The GDPR has been confirmed.

This information will not be disclosed to anyone outside Codicote Parish Council or its associated companies, partners, and other companies with which Codicote Parish Council has arranged services for your benefit.

We expect the information we hold to be accurate and up to date. You have the right as an individual to find out what information we hold about you and make changes if necessary; you also have the right, assuming we are not obligated by law to refuse, to ask us to stop using the information. To have your information removed or rectified, please contact:- [codicoteparishcouncil@btconnect.com](mailto:codicoteparishcouncil@btconnect.com)

The type of information that we will collect on you, and you voluntarily provide to us on this service includes:

- Your name
- Address
- Telephone number (s)
- Email address
- IP address

We may, in further dealings with you, extend this information to include records of conversations, tenancy agreements and payment transactions.

The legal basis for processing your data is based on performance of a contract for allotment plot tenancy that we will have requested at the point the information was initially provided, therefore we will not store, process or transfer your data outside the parties detailed above unless we have an appropriate lawful reason to do so. Unless we are precluded from doing so by law, you have the right to remove your

consent at any time by contacting us and requesting that processing of your details be restricted or deleted.

Unless otherwise required by law, your data will be stored for a period of 1 year after termination of the tenancy agreement, at which point it will be deleted.

#### PROTECTION OF PERSONAL INFORMATION

Codicote Parish Council takes precautions, including administrative, technical, and physical measures, to safeguard your data against loss, theft, and misuse, as well as against unauthorised access, disclosure, alteration, and destruction.

Codicote Parish Council uses industry-standard efforts to safeguard the confidentiality of data, including encryption, firewalls and SSL (Secure Sockets Layer). We have implemented reasonable administrative, technical, and physical security controls to protect against the loss, misuse, or alteration of your data.

If you have a concern about how we handle your data, or you would like to lodge a complaint, you may do so by contacting [The Information Commissioner's Office](#).