



## Scruton Allotments Association

East Grange House, Scruton, Northallerton, DL7 0RD

[www.scrutonallotments.org.uk](http://www.scrutonallotments.org.uk)

[info@scrutonallotments.org.uk](mailto:info@scrutonallotments.org.uk)

## Privacy Policy

### Introduction

Scruton Allotments Association (the "Association") is committed to protecting the privacy of its members. This Privacy Policy explains how the Association collects, uses, and shares your personal information.

### What Personal Information Do We Collect?

The Association collects the following personal information from its members:

- Name
- Address
- Email address
- Phone number
- Membership status

The Association may also collect additional personal information from its members, such as their interests, hobbies, and gardening experience.

### How Do We Use Your Personal Information?

The Association uses your personal information for the following purposes:

- To manage your membership and plot fees
- To communicate with you about your membership
- To provide you with information about the Association's activities
- To comply with legal obligations

The Association will not disclose, sell or rent your personal information to third parties for their marketing purposes.

### How Do We Share Your Personal Information?

The Association may share your personal information with the following third parties:

- Our website hosting provider
- Our finance software provider
- Our email provider
- Our insurance company
- Our bank(s)

The Association will only share your personal information with these third parties to the extent necessary to provide you with the services you have requested.

### How Do We Protect Your Personal Information?

The Association takes the security of your personal information seriously. We use a variety of security measures to protect your personal information from unauthorized access, use, disclosure, alteration, or destruction, including:



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- Secure physical facilities
- Secure computer systems
- Secure passwords
- Encryption
- Access controls

### How Long Do We Keep Your Personal Information?

The Association will keep your personal information for as long as you are a member of the Association. After you resign from the Association, we will keep your personal information for a period of 3 years.

### Your Rights

You have the following rights with respect to your personal information:

- The right to access your personal information
- The right to correct your personal information
- The right to delete your personal information
- The right to object to the processing of your personal information
- The right to restrict the processing of your personal information
- The right to complain to the Information Commissioner's Office\*

### How to Contact Us

If you have any questions about this Privacy Policy, please contact us at: Scruton Allotments Association, East Grange House, Scruton, Northallerton, DL7 0RD, or by email to [info@scrutonallotments.org.uk](mailto:info@scrutonallotments.org.uk).

### Changes to This Privacy Policy

The Association may update this Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on our website <https://www.scrutonallotments.org.uk>.

*\* The Association is exempt from registration with ICO because it only processes personal data for judicial functions, elected representative functions, to maintain a public register or for domestic or recreational reasons*

Last amended: 1<sup>st</sup> May 2023