

## **Statement on Data Protection and Privacy**

**for all members of WAM and all applicants on waiting lists**

**3<sup>rd</sup> March 2018**

### **WAM and your privacy**

The Data Protection Act 1998 already imposes on WAM a right to protect any confidential data we hold on tenants or people on the waiting list.

The new General Data Protection Regulation from comes into force in May 2018. It is aimed at commercial firms who might be careless or misuse private data but in theory could also affect even small voluntary bodies like WAM. To protect ourselves and explain your rights, we are issuing this notice to al tenants.

### **What we hold about you**

Your name, address, telephone number and email are held by WAM so we can process your tenancy and issue invoices. Payment details are stored but NOT bank details.

If you write to us with any comment or question we may keep a record of your letter and our reply.

### **Where we hold it**

We use Google Drive to upload this information to a central database so members of WAM Executive can access it on their home computers to carry out the administration of the allotments.

Lists may be printed form time to time as we work through them, especially waiting lists, but they are usually destroyed afterwards. Any printed data that is live would be in a locked drawer.

### **Who can access it?**

Officers of WAM will have rights to whichever element of the data is necessary for them. For example, an overseer can access lists of tenants on their site but not on other sites whereas the membership officer needs to access all lists.

### **How secure is it?**

Nobody can access any information unless they have a password, which we change at intervals, or a link sent to them personally by the Exec. Links are read only (e.g. for overseers to look up names) and a limited number of Exec members can edit.

If anyone on a computer or Ipad we did not recognise tried to log on to our database, the secretary would receive a text message on their mobile phone to warn them to change the password, which would be done at once.

### **What are your rights?**

You have the right to check what we hold on you to make sure it is accurate. In fact, it does us a favour if you make sure your contact details, especially phone numbers or email addresses, are up-to-date. You can correct any errors, but if you refuse permission for us to hold the data then we cannot manage your tenancy. Taking a tenancy means allowing us to handle the data as described above and we have to assume from your continuing as a tenant or member of the waiting list that you agree to that system. If you do not, feel free to contact us.

Our full Data Protection Policy is on line - see [www.wamplots.org.uk/formdocs.html](http://www.wamplots.org.uk/formdocs.html)