**Data Protection Policy OGHAS**

Mindful of recent changes in legislation, including the GDPR (European Data Protection Regulation) that comes into effect on 25th May 2018, Oakham Allotments Society's Data Protection Policy is outlined below.

The Committee and Officers of Oakham Allotments will ensure that all data protection legislation is adhered to and will protect securely any data that it collects.

The data that Oakham Allotments collects, stores and processes is limited to the contact details of members, prospective members (on waiting lists) and former members who have recently relinquished their allotments.

Contact details include names, postal and email addresses, telephone numbers including landlines and mobile phones.
This data’s are stored on the computers of the Secretary and Treasurer and will be used for the purpose of contacting members, for example to send newsletters/Letters and collect rents.

Individual members may be contacted for other legitimate purposes, for example if there has been damage to an allotment or shed, the plot is being neglected or other reasonable purposes.

The data may be shared between field stewards to enable them to perform their duties to contact there site members.

Data may be shared with the NAS (also known as NSALG Ltd) the National Allotment Society. As part of our membership of that body we are required under the terms of our subscription to share certain data. NSALG has robust data protection and has assured Oakham Allotments Society that the data on our members will not be shared with other organisations.

Data on former members, who have relinquished allotments or been evicted will be stored for a reasonable time in case they need to be contacted about their former plot.

Individual members are welcome to ask for details of any of their own personal data that the Society holds on them.

Members are advised to inform the Society if their personal details change e.g. name, address, phone number; so that records remain updated and members can be informed of Society news and business. All data stored on the OGHAS Laptop will be encrypted. OHGAS Laptop has Norton Anti-Virus, in the event of the computer been attempted by hackers the Encrypted file will be protected. We deliver above board on protecting your information and we will never sell your details onto any Third-Party Company.

Please complete and sign if you agree to the above Policy.

Name: ………………………………………………………………………………………………………………………………..

Address: ………………………………………………………………………………………………………………………………..

Post Code: ……………………………….Email:…………………………………………………………………………………….

Contact Telephone Numbers: …………………………………………………………………………………………………………..

Plot No & Site: …………………………………………. Members Signature:……………………………………………………

 Date Signed: ………………………………(Ohgas Secretary) Signature: ……………………………………………………..

return v email ohgassecretary@gmail.com or alternatively print from our website and hand in at our hut on Pilling Road, to be kept with OHGAS Secretary after completion.