



Burley Model Allotments

Burley Model Allotments Association The Cardigan Centre 145-149 Cardigan Road Leeds LS6 1LJ

Contact - Membership Secretary - bmaamembership@gmail.com

Data Protection Policy

Policy information	
Organisation	Burley Model Allotments
Scope of policy	The policy covers all personal data of members of the Association held by Burley Model Allotments Association.
Policy operational date	The policy will be reviewed every 3 years
Policy prepared by	Publicity Officer
Date approved by Management Committee	Approved by management committee June 2018
Policy review date	2021.
Introduction	
Purpose of policy	<p>This policy fulfils the following purpose :</p> <ul style="list-style-type: none">• Complying with the law• Following good practice• Protecting officers and members of the organisation as well as other individuals• Protecting the Association
Types of data	<p>Data collected from members of the Association is confined to the following</p> <ul style="list-style-type: none">• Name• Address• Tel number• Email Address• Plot number• Concession
Policy statement	<p>Burley Model Allotments Association have a commitment to:</p> <ul style="list-style-type: none">• Comply with both the law and good practice• Respect individuals' rights• Be open and honest with individuals whose data we hold• Provide training and support for officers who handle personal data, so that they can act confidently and consistently• Notify the Information Commissioners Office (ICO) voluntarily of any breaches of data, even if this is not required



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Introduction	
Key risks	<p>There are two key risks for the Association:-</p> <ol style="list-style-type: none"> 1. Data getting into the wrong hands, through poor security or inappropriate disclosure of information 2. Individuals being harmed through data being inaccurate or insufficient <p>We will implement protocols and procedures to ensure that these risks are kept to an absolute minimum This will include the following</p> <ul style="list-style-type: none"> • Data is held on a stand-alone machine or on a secure cloud based storage. • No sensitive data will be stored on the website • Password protection of documents and machines
Responsibilities	
The Management Committee	Have overall responsibility for ensuring that the organisation complies with its legal obligations.
Data Protection Officer	<p>Membership Secretary includes the role of DPO. This will include</p> <ul style="list-style-type: none"> • Reporting to the Management Committee • Notification to the ICO of any breaches • Handling subject access requests • Approving unusual or controversial disclosures of personal data • Approving data flow to and from Leeds City Council
Right of Access	
Responsibility	The Membership Secretary is responsible for ensuring that right of access requests are handled within the legal time limit of one month
Access	<p>The Membership Secretary is responsible for ensuring that</p> <ul style="list-style-type: none"> • Members have a right to view information held • Members have a right to rectify information held
Procedure for erasure and data retention	<p>The Membership Secretary is responsible for ensuring that</p> <ul style="list-style-type: none"> • When a member leaves the association, their data is removed from the database • Old data or databases will be securely disposed of
Procedure for making request's	<ul style="list-style-type: none"> • Right of access requests must be in writing to the Membership Secretary • Or by using the standard request form on the website



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Right of Access	
Provision for verifying identity	When the Membership Secretary managing the access procedure does not know the individual personally the member requesting the information may be asked for proof of their identity before any information is handed over
Charging	All information is provided free of charge
Procedure for granting access	If the request is made electronically, we will provide the information in a commonly used electronic format e.g. email
Transparency	
Commitment	<p>Burley Model Allotments Association is committed to ensuring that Data Subjects are aware that their data is being processed and</p> <ul style="list-style-type: none"> • That it is only used for the purpose of managing the allotment site • We will only disclose information to Leeds City Council the landlord of the site • Members can exercise their rights in relation to the data by contacting the Membership Secretary
Procedure	<p>We will ensure that this data policy statement is available in the</p> <ul style="list-style-type: none"> • Tenancy Agreement • Constitution • Welcome letter or pack for members • Newsletter • Website
Security	
Scope	Data Security is managed by the Membership Secretary
Security measures	<p>All personal data will be stored on a standalone PC and will not be shared via the website or a cloud based storage system</p> <p>The PC and all documents containing sensitive information will be password protected</p>