# BARTON-UPON-HUMBER ALLOTMENT SOCIETY

## DATA PROTECTION STATEMENT 2026

This statement is to inform members what information the Society holds about them, where it is kept and what it will be used for.

1. Introduction

   New Data Protection Laws came into force in May 2018. While it won't be a requirement for small voluntary organisations to register under the Data Protection Act, we are advised to inform members of the data we hold on them and its intended uses.

2. Data Held

   The only data the Society holds about its members is the information supplied when completing the application form for a plot. This is name, address, telephone number and, if supplied, mobile number and email address.

   All the Plot Application Forms are held in a central file by the Secretary, and a computerised list made, and up dated from time to time throughout the year.

   In addition we have some email addreses and mobile numbers collected after the forms were completed or from members who have held their plots for more than 15 years.

   All email addresses have been added to a contact list in the dedicated email address, secretarybartonallotments@hotmail.com .

   In addition a separate email and postal address contact list is being made of all those who have entered the Horticultural Show over the last two years.

   The Treasurer will keep a list of plot holders who have paid their subs and those who have paid a plot deposit and will liaise with the Site Manager when individuals give up their plot, for the purpose of refunds and smooth transfer of property.

   The Treasurer/Site Manager will keep a book by plot number with the names of the current holder.

   Photographs
   From time to time, photographs will be taken of events and the Show from which it may be possible to identify individuals. These photographs may be placed on the web site and/or used for other publicity material. If a member does not wish a photograph containing themselves or relatives to be used in this way, they should

inform the secretary. Photographs of children will only be take with parental/guardian consent in line with the Child Protection Policy which is reviewed annually.

3. Intended uses

   Membership Data will be used solely for the purposes of administering the Allotments in line with the current constitution and rules. These purposes include, circulation of information such as the newsletters, notification of the AGM and other meetings and other occasional events which may require contacting all society members.

   Data will not be passed on to any other organisation or individual without the express written and signed permission of the member concerned.

   Individuals will be contacted on plot maintenance issues and any contravention of rules as required.

   Only the Secretary and one other nominated officer, the Treasurer, will have access to all the information held. The Site Manager will have telephone numbers and e mail addresses as required to carry out their duties. Every committee member will be given a list of plotholders by name and plot with no further information available.

   The membership email contact list will be used only for the administration of the Society as a cost effect way of keeping members informed of activities, meetings and issues relating to the Society's affairs.

   The Horticultural Show data will be used to inform past exhibitors, either by email or post, of forthcoming shows, and matters relating to the administration of the show.

4. Other

   Plot Application forms and other data will be kept for up to one year after a person vacates their plot in case there is a need to contact a previous plot holder. The Treasurer's Plot Book will record the names of all previous plot holders but no other information.

   Members can ask to have their email addresses added or removed from the e mail contact list as they wish.

   Data Protection rules require a person to authorise the collection and use of their data. The Plot Application form will be revised to reflect this, and all existing plot holders will be asked to complete a form giving permission for their data to be used in line with this Statement. These forms will be available at the AGM, and be treated as Plot Application forms for the purposes of this Statement.

3 March 2026