

# Meopham and District Allotment Association

## Privacy Policy

### Your personal information

When taking on a plot at Southdown Shaw, Meopham and District Allotment Association (MDAA) requires your contact details (name, address, phone numbers and email address).

### How we use your personal information

1. To contact you when payment of the annual plot rental fee is due or late.
2. To contact you when a problem arises with your plot and the Committee have been advised accordingly.
3. To contact you if your plot does not reach the expected standards as outlined in the Tenancy Agreement rev 13, signed at the beginning of your tenure.
4. To contact you if conditions of tenure are changed by MDAA or Meopham Parish Council (MPC).
5. To invite you to our Annual General Meeting (AGM) and any Special General Meetings (SGM) that might be called by one or more members.
6. To advise you of any social activity e.g. open days, bonfire night.
7. To advise you of selected information or decisions from Committee meetings.
8. To advise you of any decisions made by MPC, Gravesham Borough Council (GBC), Kent County Council (KCC) or the government of the day that affect plot holders.
9. To advise you of information received from relevant local organisations e.g. Istead Rise, Meopham or Cobham Garden Clubs or local Allotment Associations.
10. To send you information from the Neighbourhood/Allotment Watch scheme or local PCSO.
11. When AGM or SGM elections are being held, nominations with proposer and seconder identified by name and plot number are held in a password-protected database for use by the Elections Manager.
12. This is not a comprehensive list and MDAA reserves the right to contact you for other relevant purposes as they arise.

### How we manage your information

Your personal information is managed by the following four Committee members:

1. The Lettings Manager: responsible for updating the PlotMaster records of plot holders' names, addresses, telephone numbers and email addresses.
2. The Data Controller: responsible for maintaining PlotMaster as a shared, password-protected resource in the Cloud, available online to the Lettings Manager for editing and the Chair, Secretary and Treasurer for viewing individual plot holder records as needed.
3. All computers used are protected by up-to-date virus protection and spyware.
4. Any paperwork is kept safely under lock and key.

## **Disclosure, maintenance and inspection of your personal information**

MDAA does not disclose private data to third parties unless legally obliged to under the General Data Protection Regulation 2016 (GDPR).

The only data held by MDAA on individuals, is that which was supplied to it when a plot was taken over. The accuracy of such data is dependent on the information supplied by the plot holder and as such MDAA cannot be held responsible for any errors in this information. Please let us know if any details change.

The data will only be held as long as you hold tenure of the plot.

You have a right to inspect the data that we hold for you under GDPR 2018 regulations.

You have the right to complain to the Information Commissioner's Office (ICO).

If you have any questions, wish to check or update your data, please contact the Lettings Manager at [lettings@meopham-allotments.co.uk](mailto:lettings@meopham-allotments.co.uk) or by using the Contact form on our website.

October 2025

Note added on 31<sup>st</sup> March 2026: As the Lettings Manager is refusing to use the official email address supplied by the Webmaster, messages to 'lettings@meopham-allotments.co.uk' are automatically forwarded to her private address.