



Our contact details

Name: *Woodley Allotments Tenants Association at Reading Road*

Address: *www.woodley-allotments.org.uk/contact*

Phone Number: *Not Applicable*

E-mail: readingroadplots@woodley-allotments.org.uk

Date of Privacy Policy: *16th December 2021*

The type of personal information we collect

Woodley Allotments Tenants Association at Reading Road has created a new [Facebook Private Group](#) page. We invite all existing and new allotment plot tenants to join this Facebook Group page.

So that we can verify each person that joins, we ask for responses to three questions which are...

Please answer all questions

- What is your plot number and when did you first take on your Plot?
- Is the Plot registered in your name with Woodley Town Council? (i.e. Did you sign the Tenancy Agreement?). If not, then whose name is on the Tenancy Agreement?
- Do you agree to abide by the Group Rules? Facebook will also automatically ask you if you agree to the group rules.

Once you complete these questions your request to join can be submitted and then reviewed by the Administrators/Moderators of our Facebook Group. If all of the questions have been answered correctly, you will be added to the Facebook Group. If you have not answered any of the questions satisfactorily, your request to join will be declined by the Administrators/Moderators of our Facebook Group and feedback given as to why your request was declined. You have the right to ask to re-join again.

If you are accepted into our Facebook Group, the answers you have given are saved by Facebook itself. Facebook does not let any Administrators/Moderators of Facebook Groups (including ours) have any further access to that information. Facebooks own Data Policy can be found [here](#).



We currently collect and process the following information:

- Your plot number
- The date you first took on your plot
- Under whose name is the plot registered in with Woodley Town Council

How we get the personal information and why we have it

All of the personal information we process is provided to us directly by you for the following reason:

- Granting access to the Woodley Allotments Tenants Association at Reading Road Facebook Group Page

We use the information that **you** have given us in order to verify your details.

We do not share this information with any other third-party person or organisation.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- Your consent when you submit your request to join our Facebook Group.
- You are able to remove your consent at any time by clicking on the 'Joined' button at the top of the Facebook Group page and selecting 'Leave Group'.
- What happens to your data (your posts, comments and any uploaded images) after leaving our Facebook Group can be found in various sections of the [Facebook Help Centre](#).

How we store your personal information

We only store any personal data within the Facebook Group page you voluntarily gave us when you joined our Facebook Group page.

We do not store any of your personal data outside of our Facebook Group page.

We do not share any of your Facebook Group contact information with any third-party. You can find Facebooks own Data Policy [here](#).



How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at readingroadplots@woodley-allotments.org.uk.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>