



ANDOVER TOWN COUNCIL

ALLOTMENT OUT OF HOURS POLICY – 2019 (March 2019)

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The General Data Protection Regulation (GDPR) standardizes data protection law across all 28 EU countries and imposes strict new rules on controlling and processing personally identifiable information (PII). It also extends the protection of personal data and data protection rights by giving control back to EU residents. GDPR replaces the 1995 EU Data Protection Directive and goes into force on May 25, 2018. It also supersedes the 1998 UK Data Protection Act.

GDPR PRIVACY STATEMENT

(General Data Protection Regulations)

This is a privacy statement of Andover Town Council. Our registered office address is 68b High Street, Andover, Hampshire, SP10 1NG.

INTRODUCTION

- This is a statement to inform you of our policy about all the information we record about you. It sets out the conditions under which we may process any information that we collect from you or that you provide to us. Any information that identifies you (“Personal Information”) is used to provide you with the services you require.
- We regret that if there are one or more points below that you are not happy with us holding, we have to hold this under General Data Protection Regulations (GDPR) law.
- We take seriously the protection of your privacy and confidentiality. We understand that all visitors to our websites, customers and clients are entitled to know that their personal data will not be used for any purpose other than the lawful basis upon which it was provided for.
- We undertake to preserve the confidentiality of all information that you provide to Andover Town Council.



Allotments Out of Hours Policy 2019

- Our policy complies with UK law accordingly implemented including that required by the GDPR.
- The law requires us to tell you about your rights and our obligations to you in regards to the processing and control of your personal data. We do this now by requesting that you read the information provided at www.knowyourprivacyrights.org.
- Except as set out in our GDPR policies (which can be found at www.andover-tc.gov.uk we do not share, sell or disclose any personal data to any other organisation or third party.

THE BASIS ON WHICH WE PROCESS INFORMATION ABOUT YOU

The law requires us to determine under which of the six defined bases, we process different categories of your personal information. If a basis on which we process your personal information is no longer relevant, your personal information will be destroyed.

If the basis changes then as required by law, we will notify you of the change and of any new basis under which your personal data is being held.

ALLOTMENTS

Data is held on an internal Town Council database/software system and is used to send you Newsletters, Yearly Invoices, Receipts, Follow-Up letters and Terminations if necessary.

Tenancy Agreements are held for 1 year after the expiry of the agreement under the GDPR guidelines (subject to change).

EMAILS & WEBSITES

If you contact the Town Council via email or our website, your personal data i.e. email address, will be kept for the time it takes to answer your enquiry, unless another lawful reason becomes apparent, which we will notify you of, after which time it will be destroyed.

For details of our full Privacy Policy, please refer to www.andover-tc.gov.uk. Alternatively, you may write to us at Andover Town Council, 68b High Street, Andover, Hampshire, SP10 1NG and we will send you a hard copy.

1. Policy Statement

The aim of this Policy is to set out the procedure for Staff and Councillors if requested to work out of hours with regard to allotments.



2. Who is Covered by The Policy?

The procedure applies to all employees and Councillors. It does not apply to agency workers or self-employed contractors.

3. Working Out of Hours

There are no circumstances where an employee or a member of Andover Town Council will be required to attend an Out of Hours enquiry regarding Allotments.

The Office hours are from 9.00am to 5.00pm Monday to Thursday and 9.00am to 4.30pm on Friday's.

All enquiries for Allotments outside of office hours should be covered by the following:

- All reports of break-ins, fire and general disturbance should be directed to the Emergency Services in the FIRST instance. If in an emergency, dial 999 or for less urgent matters, dial 101.
- All reports of Water Leaks should be reported to the Water Company, Southern Water on 0845 278 0845.
- All other matters will be dealt with the next working day.

8. Document Information

Title:	Allotment Out of Hours Policy
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Consultation:	Policy & Resources Committee
Approved by:	Council
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Next Review:	March 2022

9. Document Control

Date	Version	Description	Sections Affected	Approved by
Mar 2019	1	1 st Draft	All	Council

Disclaimer:

A printed version may not be the current version. A current version may be obtained in the required format from the Town Clerk's Office at Andover Town Council.