

**MISTLEY PARISH COUNCIL**

**Clerk to the Council** Susan Clements Assoc. CIPD FSLCC (CILCA)

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Date of Tenancy Agreement

Dear Allotment Holder

**General Data Protection 2018 – Personal Data – Mistley Parish Council – Contents of Information Notice – Lawful Processing**

I am writing to you to let you know about the data that the Parish Council holds about you as an Allotment Holder. The Parish Council is the Data Controller.

The Parish Council fully adheres to the General Data Protection Regulation (GDPR) 2018. The Council also believes that protecting personal/business information is very important.

The processing of your personal data is necessary for the purposes or exercising obligations or the rights of the Data Controller (Mistley Parish Council), under the terms of the tenancy that you have with the Council. The information that the Council holds for you includes your name, address, telephone number and your email address.

The Parish Council works in partnership with MALGA (Mistley Allotment and Gardeners Association) and in this regard, the Parish Council needs to share your data as detailed above, i.e. your name, address, telephone number and email address with MALGA. MALGA will treat your data in the strictest of confidence and in conjunction with the Parish Council and your allotment tenancy.

Legally, I have to advise you that you can withdraw your consent at any time. However, by doing this it would make it very difficult for the Parish Council to continue with your tenancy. Anyone has the right to ask for a copy of the information held by the Council in its records about them. They also have the right to request any correction of inaccuracies in the Council's information. Any breaches of the GDPR must be reported to the Council within 72 hours of the breach. The Council will only report the alleged breach to the individual/s concerned if there is a potential high risk' breach. (i.e. if actual damage could be caused, reputational or otherwise).

Thank you for your co-operation. Please contact me if you have any queries.

Many thanks.



Susan Clements  
**Clerk to the Council**

