



ALLOTMENT TENANTS PRIVACY NOTICE

Approved at Full Council March 2026



To be reviewed March 2027

Allotment Tenants Privacy Notice

Why we collect your data

To administer allotment tenancies and manage waiting lists.

What data we collect

- Name, address, contact details
- Tenancy records and payment history

Lawful basis

- **Contract** – to manage your tenancy agreement
- **Legal obligation** – to maintain financial records
- **Public task** – to provide allotment services

Who we share with

Your information is not shared beyond the Council except where legally required (e.g. auditors).

Retention

Tenancy records are kept for the life of the tenancy and up to 6 years after it ends (for financial/audit purposes).

The Legal References

- UK GDPR Article 13: Where personal data is collected directly from the individual, the council must provide privacy information *at the time of collection*.
- UK GDPR Article 14: Where data is obtained from someone else, the same information must be provided *within a reasonable period*.
- Data Protection Act 2018, Section 44(1): Reinforces that controllers must meet the “right to be informed” under Articles 13 and 14.

The regulator (the Information Commissioner’s Office) says plainly:

“You must provide people with information about how you use their data. We call this ‘privacy information’. You do this through a **privacy notice**.” (ICO Guidance: *Right to be informed*).

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- You can contact the Information Commissioners Office on 0303 123 113
<https://ico.org.uk/make-a-complaint/>
 - ICO Registration Reference: Z7467247
 - Organisation Name: Tetbury Town Council