

### For all members of WAM and applicants on waiting lists

#### WAM and your privacy

The Data Protection Act 1998 already imposes on WAM the right to protect any confidential data we hold on tenants or people on the waiting list.

The new General Data Protection Regulation was effective May 2018. It is aimed at commercial companies who might be careless or misuse private data but in theory could also affect even small voluntary bodies like WAM. To protect ourselves and explain your rights, we are issuing this notice to all tenants.

#### What we hold about you

Your name, address, telephone number and email are held by WAM so we can process your tenancy and issue invoices. Payment details are stored but NOT bank details.

If you write to us in any form with any comment or question, we may keep a record of your letter and our reply.

#### Where we hold it

We use Microsoft OneDrive and Google Drive to store and backup this information to a so members of WAM Executive can access it remotely solely to carry out the administration of the allotments.

Lists may be printed from time to time as we work through them, especially waiting lists, but they are usually destroyed afterwards. Any printed data that is live would be in a locked drawer.

#### Who can access it?

Officers of WAM will have rights to whichever element of the data is necessary for them. For example, an overseer can access lists of tenants on their site but not on other sites whereas the membership officer needs to access all lists.

#### How secure is it?

The WAM shared drives are password and two step verified. Nobody can access any information unless they have a password, which we change at intervals, or a link sent to them personally by the Exec. Links are read only (e.g. for overseers to look up names) and a limited number of Exec members can edit.

If anyone we did not recognise tried to log on to our online data storage, the secretary would receive a text message alert on their mobile phone to warn them of this attempt and to block access and change the password, which would be done at once.

### **What are your rights?**

You have the right to check what we hold on you to make sure it is accurate. In fact, it does us a favour if you make sure your contact details, especially phone numbers or email addresses, are up-to-date and correct any errors. If you refuse permission for us to hold the data, then we cannot manage your tenancy. Taking a tenancy means allowing us to handle the data as described above and we have to assume from your continuing as a tenant or member of the waiting list that you agree to that system. If you do not, feel free to contact us.

Our full Data Protection Policy is online - see [www.wamplots.org/about-us](http://www.wamplots.org/about-us)