



**Allotment Site Representatives - Data Protection Act**

Please read Privacy Notice on page 2 and 3 before completing this form

Name	
Address	
Email to be used as Site Representative	
Phone number	
Date of permission granted	
Date of permission withdrawn	
Site(s)	

In order to function as a Allotment Site Representative you will need to agree to both items 1 and 2 below. Item 3 is optional.

1	Please indicate by ticking the box opposite if you agree to share your name, email address and phone number with Bristol City Council for the purpose of managing allotments sites and occasionally informing you of allotment related events and information that may be of interest to you.	
2	Please indicate by ticking the box opposite if you agree to share your name, email address and phone number upon our request to tenants on your site, and also to prospective tenants for the purpose of viewing plots.	
3	Please indicate by ticking the box opposite if you agree we may provide your name, email address and phone number to our contractors for the purpose of gaining access to the site for maintenance repairs, servicing and checks.	
4	Please indicate if you agree to your name, email address and phone number being shared with other Allotment Site Representatives, so that Allotment Site Representatives may contact each other directly.	

Preferred method of contact	Email:		Phone:	
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Please note if you wish to withdraw your consent to share your information as above you



may do so by contacting us at [allotments@bristol.gov.uk](mailto:allotments@bristol.gov.uk)

Signature		Date:	
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Please email completed form in .pdf or JPEG format to [allotments@bristol.gov.uk](mailto:allotments@bristol.gov.uk)

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# Privacy Notice

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Bristol City Council is the data controller for the purposes of the Data Protection Act 1998 and other relevant regulations. The purpose of this privacy policy is to tell you about what information we collect about you when you use our service, how we use that information and who we may share it with.

The contact details of the data controller are;

Senior Data Protection Officer

Bristol City Council

ICT Commissioning and Information Governance

P O Box 3176

BRISTOL

BS3 9FS

[Data.protection@bristol.gov.uk](mailto:Data.protection@bristol.gov.uk)

To deliver this service, we will process your **Name, (address for ID purposes for giving consent), email address and phone number**. We are collecting this data because collecting this data is necessary to carry out your duties of Allotment Site Representative for which you have volunteered and therefore you need to provide your consent to be contacted by the above methods. \* See below

The period of time that we will hold this data for this purpose will be determined by you holding the position of Allotment Site Representative. Please note that your personal details supplied in your tenancy agreement and any subsequent updates will also be held for the purpose of being a “standard” plot holder.

We will use this information for purposes of persons contacting you in relation to your role as Allotment Site Representative in accordance with as a minimum required consent items 1,2 and 3 and if you so wish the option item 4 on page 1 of this document.

This data will be disclosed to for the purposes of items 1, 2 and 3 on page 1;

- 1) Staff, suppliers and agents of Bristol City Council for the purpose of administering and managing the allotment plot letting, tenancy and managing the allotment site as a whole.
- 2) Tenants and prospective tenants for the purpose of allotment plot letting and tenancy.
- 3) Contactors, suppliers and agents working on behalf of Bristol City Council for the purpose of maintenance, repair, checks and improvements to allotment sites.

This data will be disclosed to for the purposes of item 4 on page 1;

- 1) To other Allotment Site Representatives including as applicable the committee of the Allotments Forum for the purpose of sharing and exchanging information and notifications of any meetings relating to the Allotment Forum or Allotment Site Representatives.

You are freely able to withdraw your consent for us to process your information at any given time.

You have the right to request access to your data and where data is found to be inaccurate to have that data corrected. In certain circumstances you have the right to have data held about you erased, or the use of it restricted, you may be able to object to processing as well as the right to have your data transferred to another data controller.

Failure to allow this operation to process this data as items, 1, 2 and 3 will result in termination of the role of Allotment Site Representative.

You have the right to object to the processing of your information and to have any inaccurate information corrected. You also have a right of complaint to the Information Commissioner's Office (ICO) at [www.ico.org.uk](http://www.ico.org.uk) if you think we have dealt with your information in an inappropriate manner.

You can ask to see what information we hold about you and have access to it. You can do this, by contacting:

Senior Data Protection Officer

Bristol City Council

ICT Commissioning and Information Governance

P O Box 3176

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[Data.protection@bristol.gov.uk](mailto:Data.protection@bristol.gov.uk)

Any further questions regarding the data being processed may also be sent to the above address or to the data controller.