

# PRIVACY NOTICE

## BICESTER TOWN COUNCIL ALLOTMENTS

Bicester Town Council is the Data Controller under the new data protection law and will use the information you provide on this form to manage the and renew your Tenancy Agreement.

The legal basis for processing this data is the necessity for processing a contract between the Town Council and the Allotment Tenant, and your consent, if given to pass information to the Allotment Association at your site.

We will keep your data for six years following the termination of your allotment plot.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at <http://bicester.gov.uk/>

If you require any further information regarding this privacy notice please contact the Council at Bicester Town Council, The Garth, Launton Road, Bicester, Oxfordshire. OX26 6PS

**ALLOTMENT INFORMATION:**

Please provide a name and address so we can update our Allotment records. This is a requirement as part of your tenancy agreement under the Allotment Act 1908:

**NAME:**

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**ADDRESS:**

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Please provide an email address so that we can send you your allotment agreement, invoice and other allotment associated communications by email.

**EMAIL:**

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Please provide a telephone number so we can contact regarding allotment matters and in case of emergency.

**TELEPHONE:**

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**Your declaration:**

I understand the following:

You will use the information I have provided to manage my rental of the Allotment Plot as outlined in the above privacy notice.

**ALLOTMENT HOLDER SIGNATURE:**

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**ALLOTMENT PLOT NUMBER(S)**

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**DATE:**

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We may share your information with the Allotment Association as part of our management arrangements. Please tick the information you consent to the Town Council sharing with the Association at your site.

Email  Telephone  SMS

If you need any further information please contact: Bicester Town Council, The Garth, Launton Road, Bicester, Oxfordshire. OX26 6PS.