



# **BOGNOR REGIS TOWN COUNCIL**

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,

Bognor Regis, West Sussex PO21 1LD

Telephone: 01243 867744

E-mail: [bognortc@bognorregis.gov.uk](mailto:bognortc@bognorregis.gov.uk)

Dear Sir/Madam,

## **MEETING OF THE ALLOTMENTS SUB-COMMITTEE**

I hereby give you Notice that a Meeting of the Allotments Sub-Committee of the Bognor Regis Town Council will be held at The Town Hall, Clarence Road, Bognor Regis at **6.30pm** on **TUESDAY 12<sup>th</sup> JUNE 2018**

All Members of the Allotments Sub-Committee are hereby summoned to attend for the purpose of considering and resolving upon the Business to be transacted as set out hereunder.

## **PLEASE NOTE THE START TIME**

**DATED THIS 4<sup>th</sup> JUNE 2018**

**CLERK TO THE COUNCIL**

## **THE AGENDA and BUSINESS to be TRANSACTED is:**

1. To Appoint the Chairman and Vice-Chairman of the Sub-Committee
2. Chairman's Announcements and Apologies for Absence
3. Declarations of Interest:  
Members and Officers are invited to make any declarations of Disclosable Pecuniary or Ordinary interests that they may have in relation to items on this agenda and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.  
Members and Officers should make their declaration by stating:
  - a) the item they have the interest in
  - b) whether it is a Disclosable Pecuniary or Ordinary interest
  - c) the nature of the interest
  - d) if it is an Ordinary interest whether they intend to leave the room for the discussion and vote
  - e) if it is a Disclosable Pecuniary interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time

4. To confirm the appointments of Mr. G. Delury, Mr. E. Hallett, Mrs. L. Russell and Ms. S. Trodd as co-opted non-voting members of the Sub-Committee
5. To approve the Minutes of the Meeting held on 7<sup>th</sup> November 2017
6. Matters Arising from the Minutes which are not separate Agenda items
7. Arrangements for judging:
  - a) Best Kept Plot Award - Gravits Lane Original Site
  - b) Sharon Stubbings Memorial Award - Best Kept Plot Re-Established Site
  - c) The Roy Gristwood Shield for Best use of Allotment for 2018
  - d) Young Achievers Awards
  - e) Most Improved Plot - Reps Award including consideration of a plaque for the plotholder to place on the winning plot
8. Annual review of rental charges
9. Annual review of allotment guidelines/code
10. To note date of annual meeting of allotment holders on Tuesday 23<sup>rd</sup> October 2018 and to consider arrangements
11. Report on Privacy Notice and wording for new agreements and renewals in line with new General Data Protection Regulation (GDPR) requirements
12. Health and Safety Risk Assessment at the Allotments
13. Report on lettings
14. Reports from Allotment Holders including report on plot conditions
15. Correspondence

**THERE IS A LIFT AVAILABLE AT THE TOWN HALL FOR ACCESS TO  
THE COUNCIL CHAMBER IF REQUIRED**



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## **MINUTES OF THE MEETING OF THE ALLOTMENTS SUB-COMMITTEE**

**HELD ON TUESDAY 7<sup>th</sup> NOVEMBER 2017**

### **PRESENT:**

Cllrs. P. Dillon (Chairman), Mrs. S. Daniells, S. Goodheart and P. Woodall.

### **IN ATTENDANCE:**

Mr. E. Hallett, Mr. G. Delury and Mrs. L. Russell (Tenants' Representatives)

Mrs. L. Gill (Allotments Committee Clerk)

*The Meeting opened at 6.30pm*

## **20. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed those present. Apologies had been received from Cllrs. K. Batley and S. Reynolds due to work commitments and Cllr. Mrs. J. Warr who was unwell.

## **21. DECLARATIONS OF INTEREST**

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda

Members and Officers should declare an interest by stating: -

- a) The item they have an interest in
- b) Whether it is an Ordinary Interest and the nature of the interest
- c) Whether it is also a Disclosable Pecuniary Interest

They then need to re-declare their interest and the nature of the interest at the commencement of the item or when the interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable

Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

**22. RATIFICATION OF AND WELCOME TO THE CO-OPTED MEMBERS AS RECOMMENDED BY THE AGM HELD ON 17TH OCTOBER 2017 OF MR. G. DELURY, MR. E. HALLETT, MRS. L. RUSSELL AND MISS. S. TRODD, AS CO-OPTED NON-VOTING MEMBERS OF THE SUB-COMMITTEE**

The Sub-Committee **RESOLVED** to **APPROVE** ratification of the appointment of Mr. G. Delury, Mr. E. Hallett, Mrs. L. Russell and Ms. S. Trodd as non-voting members of the Sub-Committee.

**23. TO APPROVE THE MINUTES OF THE MEETING HELD ON 6<sup>th</sup> JUNE 2017**

The Sub-Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 6<sup>th</sup> June 2017 as an accurate record and these were signed by the Chairman.

**24. MATTERS ARISING FROM THE MINUTES WHICH ARE NOT SEPARATE AGENDA ITEMS ITEM**

There were no matters arising.

**25. RATIFICATION OF EXPENDITURE OF £35.37 FOR REFRESHMENTS AT THE AGM HELD ON 17<sup>th</sup> OCTOBER 2017 AND ASSOCIATED AGM COSTS OF £25.50**

The cost of £35.37 for refreshments and £25.50 associated costs were **RATIFIED** by the Sub-Committee.

Sub-Committee Members **RESOLVED** to **RECOMMEND** the approval of the cost of £60.87 for AGM refreshments and prizes to the Events, Promotion and Leisure Committee.

**26. CONSIDERATION OF ANY MATTERS RAISED BY TENANTS AT THE AGM HELD ON 17<sup>th</sup> OCTOBER 2017 THAT ARE NOT SEPARATE AGENDA ITEMS INCLUDING; WATER SUPPLY, NOTICE BOARDS, SPONSORED ADVERTISING ON FENCES AND STREAMLINING OF PAYMENT OF RENT**

The report from the Allotments Sub-Committee Clerk was **NOTED**.

**26.1 Water supply:** Following discussion it was **AGREED** that water would continue to be turned off for the winter but that it could be turned on by Town Force for a day, or if the weather was mild over a weekend, to allow tenants to fill water containers for watering or glasshouse cleaning. It was further **AGREED** that tenants would be approached to see if they would all agree to paying an additional sum of £4.00 per annum to have the water supply on throughout the winter.

**26.2 Notice boards:** Members **AGREED** that there was no further action to be undertaken regarding noticeboards.

**26.3 Sponsored advertising on fences:** Councillors and Tenant's Representatives discussed the issues around offering sponsorship. It was felt that there would be little support for this. Most tenants are aware of the local nurseries and garden centres and other sources of products and would not be a target audience for advertising.

**26.4 Streamlining means of payment of rent:** Whilst it was agreed that it would be easier to pay by direct payment it was acknowledged that the signed agreement must accompany the payment in order to continue the tenancy and this could be overlooked if a direct payment was made.

**27. CONSIDERATION OF RE-INSTATING THE IMPROVERS AWARD SHIELDS - MIN 7 REFERS**

Members discussed the Allotments Sub-Committee Clerk's report. The Tenants' Representatives suggested that tenants might prefer a sign which could be placed on their plot and kept. Following discussion this was **AGREED**. The Sub-Committee Clerk will investigate the cost of providing a printed board with a short stake, similar to the ones provided for In Bloom winners, up to a maximum of £10.00 each. The final decision will be made at the Sub-Committee meeting in June 2018.

**28. RATIFICATION OF EXPENDITURE OF £19.99 ON A PUSH BUTTON DOOR LOCK FOR THE GRAVITS LANE ENTRANCE**

The Sub-Committee **RESOLVED** to **APPROVE** the cost of £19.99 on a push button door lock for the Gravits Lane entrance.

Sub-Committee Members **RESOLVED** to **RECOMMEND** the approval of the cost of £19.99 to the Events, Promotion and Leisure Committee.

**29. HEALTH AND SAFETY RISK ASSESSMENT AT THE ALLOTMENTS**

The Health and Safety inspection had been carried out by the Chairman with the Sub-Committee Clerk and Tenants' Representatives. There were one or two minor issues which were dealt with at the time. The Sub-Committee Clerk will write to tenants where any issue requires their attention, but the Chairman was pleased to report these were nothing of concern.

It was noticed that the pipe lagging on the standpipes had degraded and it was suggested that Town Force replace this with waterproof lagging.

**30. REPORT ON LETTINGS**

The Allotments Sub-Committee Clerk reported that there were currently no plots available on the re-established site and one on the original site. There were twenty-four people on the waiting list of which fourteen live in the Wards of Bognor Regis. Seven of those on the waiting list already have at least one plot and are waiting for another.

A discussion followed regarding the Council's priorities on allocating plots. Currently those living in the Wards of Bognor Regis are given priority for their

first plot. It was **AGREED** to apply this rule to those seeking an additional plot. A Councillor requested a breakdown of the number of tenants from outside the six Wards of Bognor Regis.

**31. REPORTS FROM ALLOTMENT HOLDERS INCLUDING REPORT ON PLOT CONDITIONS**

There was a discussion regarding the condition of some plots which are not fully cultivated. The Sub-Committee Clerk advised there is a three-point process for dealing with untended plots, but some leeway is given for certain circumstances, and if tenants begin work on the plots they are given time to complete this.

**32. CORRESPONDENCE**

The Sub-Committee **NOTED** the correspondence previously circulated.

*The Meeting closed at 7.45pm*

**BOGNOR REGIS TOWN COUNCIL  
ALLOTMENTS SUB-COMMITTEE – 12<sup>TH</sup> JUNE 2018**

**AGENDA ITEM 7 – ARRANGEMENTS FOR JUDGING:**

- a) Best Kept Plot Award - Gravits Lane Original Site**
- b) Sharon Stubbings Memorial Award - Best Kept Plot Re-Established Site**
- c) The Roy Gristwood Shield for Best use of Allotment for 2018**
- d) Young Achievers Awards**
- e) Most Improved Plot - Reps Award, including consideration of a plaque for the plotholder to place on the winning plot**

**REPORT BY COMMITTEE CLERK**

**FOR DECISION**

At the last meeting it was agreed that the Sub-Committee Clerk would investigate the cost of providing a printed board with a short stake, similar to the ones provided for In Bloom winners, up to a maximum of £10.00 each. The final decision on whether to purchase these for the Most Improved Plot award would be made at this Sub-Committee meeting.

This has been investigated and a local company could make these for £12.00 each for 5 or £9.65 each for 10.

However the total Competition budget for the Allotments Sub-Committee is £100. Last year the total spent for engraving was £25.50 and refreshments for the AGM £32.55, totalling £58.05. Therefore there would be insufficient funds for all prizewinners to receive plaques.

Any requests to the Policy & Resources Committee have to come through the Events Promotion and Leisure Committee which does not meet again until 6<sup>th</sup> August 2018. The following meeting of the Policy and Resources Committee would be 1<sup>st</sup> October. Therefore there would not be sufficient time to allow for the extra funding to be agreed this year.

**For Decision:**

**a) How do Members wish to proceed with regard to Award Plaques for 2018/19 in light of the restricted budget?**

**b) The Sub-Committee are asked to consider whether they would like to request that additional funding be allocated to the Allotments Competition budget for 2019/2020 to enable plaques to be purchased for competition winners?**

**or:**

**c) Request a reduction in the Maintenance Budget next year so that funds could be allocated to the Competition Budget instead?**

**23. Code to the Allotment Site** - You may not pass your code to allow access to the site by any unauthorised person. The code is provided for the use of the tenant and only the tenant.

**24. Permissions** - If you wish to do anything other than cultivate your plot, you must ask the Town Council Allotment Sub-Committee for permission to a) erect a shed, structure or greenhouse; b) to plant fruits trees, trees, and large shrubs; c) erect poly tunnels on your plot.

**25. Weedkiller & Pesticides** - The use of any type of weedkiller or pesticide is strictly forbidden on the allotments

**26. Safety first** - You are responsible for ensuring that your shed, structure or glass house is a sound structure, will not collapse in high winds, and does not contain any hazardous unsecured contents. Any chemicals should be locked up in your shed or removed from the premises.

**27.** Plots being re-let will not be rotavated .

**28. Carpets** can only be used in small amounts to make paths and should not be used long term.

**29. Change of address.** The tenant is required to give notice in writing, of any change of address, within 28 days of such change.

**30. Bonfires.** Short sharp bonfires are permitted for disposal of green waste only. All other rubbish must be taken away and disposed of off site. Bonfires must be extinguished on leaving the site and you should be mindful of smoke in a residential area. BBQs must be disposed of off-site and fully extinguished after use.

**31. Incidents.** Please report any incidents to the Police on 101. Following that please notify the office.

**32.** Finally **PLEASE NOTE:** Abusive behaviour towards staff will not be tolerated. Any such behaviour could result in the eviction of the tenant.

**Allotment Committee Clerk:**

**Mrs. L. Gill**

**01243 825535/867744**

**Your Tenants Representatives for  
2017/18 are:**

**Mr. E. Hallett Plot 15a**

**(Original site)**

**01243 830111/ 07895987691**

**Mr. G. Delury 14b**

**(Original site)**

**07845207144**

**Ms. S. Trodd Plot 82**

**(Re-established site)**

**07849550294**

**Mrs. L. Russell Plot 104**

**(Re-established site)**

**01243 763832**

# BOGNOR REGIS TOWN COUNCIL



## ALLOTMENT INFORMATION LEAFLET

**JUNE 2018**

**Emergency: 999  
Police: 101  
Town Council: 01243 867744  
[www.bognorregis.gov.uk](http://www.bognorregis.gov.uk)**

**Please keep this booklet safe**



*This leaflet has been produced to keep you informed of the current guidelines for the Gravits Lane Allotments. Please keep it safe for reference. This along with your Tenancy Agreement forms the basis of your contact with the Council*

**1. Gates** -You must always shut and lock the gate when entering or leaving the allotment site.

**2. Dogs** -Dogs are allowed on the allotment sites as long as they are kept under control, or on a lead if necessary, and any mess cleared up and properly disposed of.

**3. Children** - While children are allowed to accompany a responsible adult to the allotment site, children **must be kept under the control of said adult**. They should remain within the confines of the plot and not be allowed to wander around the site.

Large play equipment such as swings, slides and trampolines are **NOT** allowed on the allotment.

**4. Trees/fruit bushes** - Only fruit trees may be planted on the allotments and they must be pruned and maintained regularly, they should not be allowed to overgrow your plot. Fruit trees should be maintained to a maximum height of 8ft.

**5. Cultivation** - You must cultivate your plot and keep this free from weeds, docks, thistles, couch grass, and brambles. Should you fail to maintain your allotment you will be sent two warning letters prior to a Notice to Quit being issued. Tenants are asked to keep their footpaths and the edges of their plots tidy.

**6. Need help** - If you feel you no longer have the time or energy to maintain your plot (this must be done regularly or the overgrowth becomes a problem for others), talk to the Town Council. Do not let it linger on until year-end. Someone may be willing to share part of your plot although you would still be the responsible tenant.

**7. Vacating your Plot** - You may vacate your plot at any period by written notice to the Allotments Sub-Committee Clerk, at the Town Council Offices, but you are required to move your belongings within 7 days, leaving the allotment clear and tidy.

**8. Repairs and Renewals** - If you have noticed a damaged fence, leaking water tap or had difficulty opening the lock to your site, please let us know. Please tell one of the Tenants Representatives or if urgent please ring the Town Council and the repair will be arranged as soon as possible

**9. Consideration** - Please show respect for others and consideration, especially when erecting a shed/ greenhouse, planting something that will grow tall or installing tunnels - all of which may overshadow the neighbouring plot resulting in loss of vital sunshine. Permission must first be sought from the Town Council.

**10. Tetanus** - This can be caused by bacteria present in soil and manure. It may enter the body through a scratch, thorn, or cut. Make sure that you have a vaccination that can protect you against the disease. Your doctor can help with this.

**11. First Aid Kit** – It would be a good idea to keep one of these in your shed.

**12. Rats** - If you see any evidence of rats on your allotment this should be reported to the Tenants Representative or the Town Council Office who will make the necessary arrangements. Rats may carry Weil's disease via their urine.

**13. Health and Safety** - Please ensure that all tools/ hosepipes and glass panes are stored in your shed when not being used. Items such as wooden planks should be kept neatly on you plot.

**14.** Should you wish to raise any issues to the

Allotment Sub-Committee please talk to your Representative, or alternatively ring the Town Council.

**15. Disposing of or letting your Plot** - You may not sub-let your plot or offer this to someone else if you are vacating your allotment. As a tenant you are required to return the plot in a clean and tidy condition to the Town Council to be offered to people on the waiting list.

**16. Trade or business** - You may not carry out any trading or business from you allotment.

**17. Rubbish** - You may not bring rubbish (including old tyres or anything containing asbestos) to the allotment site or you may be charged for the removal of the rubbish.

**18. Communal pathways** - You may not at any time leave bags of rubbish, your compost bin, or any object to cause obstruction of the communal pathways or you may be charged for the removal of same. Your plot and paths must be kept free of hazards, ie. broken glass or scrap metal. Paths should be maintained at a minimum of 2ft wide.

**19. Hosepipes** - You are not permitted to leave a hose pipe with running water unmanned (this must be disconnected and stored before leaving your plot.)  
**PLEASE NOTE:** Watering cans are to take priority.

**20. Public nuisance** - You should not cause a nuisance to your neighbours by playing loud music, using bad language or making racist remarks, or by being drunk and annoying others. You are not allowed to be insulting, act violently or enter into any aggravated assault. This may result in disqualification from remaining a tenant.

**21. Trespass** - You should not trespass on the plots of other tenants unless they have given you permission and other tenants are aware of this agreement.

**22. Plot numbers** - You should not allow your produce to cover your plot number. This must be clearly visible at all times.



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## BOGNOR REGIS TOWN COUNCIL ALLOTMENTS

**PLOT No.**

**PLOT HOLDER:**

**To: The Town Council**

**1.\*** I wish to continue my Tenancy of the above mentioned Plot. I confirm that I will comply with the terms of the Tenancy Agreement and I enclose my remittance of **£12.60** being payment of 12 months rental commencing **1st October 2018**.

OR

**2.\*** I do not wish to renew my Tenancy of the above mentioned Plot from the **1st October 2018**.

I certify that I have removed all produce, equipment and rubbish from the Plot which I vacate and am leaving it clean and in good state as required by the Tenancy Agreement.

*I agree that I have read and understand Bognor Regis Town Council's Privacy Notice. I agree by signing below that the Council may process my personal information for statutory purposes, providing information and corresponding with me.*

*I have the right to request modification on the information that you keep on record.*

**SIGNED .....** **DATE .....2018**

**\* PLEASE DELETE THE INAPPLICABLE**



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## **Allotment Tenants Privacy Notice**

When you sign and return your Allotment Tenancy Agreement:

The information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, send invoices and receipts relating to your allotment tenancy. Your personal information will be not shared or provided to any other third party.

## **The Councils Right to Process Information**

GDPR Article 6 (1) (a) (b) and (c)

Processing is with consent of the data subject

or

Processing is necessary for compliance with a legal obligation

or

Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract

## **Information Security**

Bognor Regis Town Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted.

## **Your Rights**

### **Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: [bognortc@bognorregis.gov.uk](mailto:bognortc@bognorregis.gov.uk)

### **Information Correction**

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: [bognortc@bognorregis.gov.uk](mailto:bognortc@bognorregis.gov.uk)

## **Information Deletion**

If you wish Bognor Regis Town Council to delete the information about you after you have either surrendered your allotment tenancy or have been given notice to quit, please contact: [bognortc@bognorregis.gov.uk](mailto:bognortc@bognorregis.gov.uk)

## **Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact [bognortc@bognorregis.gov.uk](mailto:bognortc@bognorregis.gov.uk)

## **Rights Related to Automated Decision Making and Profiling**

Bognor Regis Town Council does not use automated decision making or profiling of personal data.

## **To Sum Up**

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

## **Complaints**

If you have a complaint regarding the way your personal data has been processed, you may make a complaint to Bognor Regis Town Council Data Information Officer: [bognortc@bognorregis.gov.uk](mailto:bognortc@bognorregis.gov.uk) and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk)  
Tel: 0303 123 1113



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Tel: 0303 123 1113

**BOGNOR REGIS TOWN COUNCIL  
ALLOTMENTS SUB-COMMITTEE – 12<sup>TH</sup> JUNE 2018**

**AGENDA ITEM 11 – REPORT ON PRIVACY NOTICE AND WORDING FOR NEW AGREEMENTS AND RENEWALS IN LINE WITH NEW GENERAL DATA PROTECTION REGULATION (GDPR) REQUIREMENTS**

**REPORT BY COMMITTEE CLERK**

**FOR INFORMATION**

Due to the new GDPR regulations there has been some amendments to the way in which information is held by the Town Council.

The waiting list is now held electronically and password protected. Applications to be considered for a plot are now recorded on paper and a signature obtained to give permission for the Council to hold the data for the purposes of contacting the applicant to offer them a plot. These are stored in a locked cabinet.

All plotheolders, old and new, will receive a statement explaining how the Council uses their data and on renewal in October there will be a new clause stating:

*"I agree that I have read and understand Bognor Regis Town Council's Privacy Notice. I agree by signing below that the Council may process my personal information for statutory purposes, providing information and corresponding with me.*

*I have the right to request modification on the information that you keep on record." Tenant representatives will also sign that they understand that their name and designated phone number/s will be handed to members of the public in order for them to make arrangements to view available plots, but no other data held by the Council will be divulged".*