

# Privacy Notice for Permits, Licenses and Allotment Tenancy Agreement

Updated: 06 May 2026  
Reviewed: 06 May 2026

## The reason we use your data.

Collecting this data is necessary to provide the Allotments Service with the information to:

- register your interest in applying for an allotment and be placed on the waiting list
- contact you when a plot is available
- set up a Tenancy Agreement in order to rent a plot.
- send invoices to request payment of rent
- financial reporting to the governing body
- provide updates regarding the allotment service

In the following circumstances you are required by law or contract to provide personal information.

- Tenancy Agreement

## What Information we collect

Title (Tenant's Consent)

Name (the Small Holdings and Allotments Act 1908)

Postal Address (the Small Holdings and Allotments Act 1908)

Telephone No. (Tenant's Consent)

Mobile No. (Tenant's Consent)

Email Address (Tenant's Consent)

Previous or currently held allotment plots (Tenant's Consent)

Financial information (for payment), and specific details required for the license/permit.

## Purpose

Our responsibility for the purpose outlined above is established in the Small Holdings and Allotments Act 1908, and the Allotments Act 1925

## Who we can share your data with

We share these details with internal departments for invoicing.

Occasionally, with consent, contact details are shared with other allotment tenants or site Representatives.

## When computers make any decisions about you

Not applicable

### **How long we keep your data for**

We keep records in line with the Council Retention Schedule. This mean that we keep all records relating to Permits, licenses and allotment tenancy agreements for 3 years. Invoices are retained for a period of 7 years.

### **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to the information that we hold about you. To make a request for your personal information please contact the Council's Data Protection Officer at [dataprotection@rother.gov.uk](mailto:dataprotection@rother.gov.uk).

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress.
- prevent processing for the purpose of direct marketing.
- object to decisions being taken by automated means.
- in certain circumstances, have personal data rectified, blocked, erased or destroyed.
- claim compensation for damages caused by a breach of the data protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us