**APPLICATION FOR ALLOTMENT TENANCY**

**I would like to apply for an allotment in Sevenoaks:**

**Title** Click here to enter text.

**Name** Click here to enter text.

**Address** Click here to enter text.

**Telephone** Click here to enter text.

**Email** Click here to enter text.

**Preferred choice of allotment site** (please check box) Quaker’s Hall Lane ☐

 Bradbourne Vale Road ☐

 No preference ☐

**In the event that there are no plots available at** YES ☐
**your preferred site, are you happy to be allocated** NO ☐
**a plot on the other site?** (please check box)

**How did you hear about the allotments in**  Internet search engine ☐
**Sevenoaks?** (please check box) Facebook ☐

 Word of mouth ☐

 Passing by and saw sign ☐

 Visited in person ☐

 Other (please state) Click here to enter text.

Please return the completed form to Sevenoaks Town Council at the postal address below or email it to allotments@sevenoakstown.gov.uk.

**General Data Protection Regulation (GDPR) and contact from Sevenoaks Town Council**

In May 2018, the General Data Protection Regulation (GDPR) became law.

In order for the Town Council to provide you with information we would appreciate it if you could complete this consent form.

By ticking the relevant boxes, you understand that you are consenting to the Town Council keeping the contact details you provide below for the purposes of informing you about our services.

**Please indicate your areas of interest about which you would wish to hear from us:**

Allotments

Cemetery

Community Halls Hire

Community Meetings

Community Events

Friends of Bat & Ball Station

Markets

Neighbourhood Development Plan

Sevenoaks in Bloom

Sevenoaks Town Partnership

Receiving Town Crier (Quarterly Newsletter)

Sports Facilities / Hire

Vintage Bus

Youth Services including House in the Basement Youth Café, Sevenoaks Youth Council, and Youth Events.

Please remove me from all Sevenoaks Town Council databases

I agree that I have read and understood Sevenoaks Town Council’s Privacy Notice (see page 4). I agree by signing above that the Council may process my personal information for providing information and corresponding with me.

I agree that Sevenoaks Town Council can keep my contact information data for an undisclosed time or until I request its removal.

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

I have the right to withdraw my consent and request that my details are removed from Sevenoaks Town Council’s database.

**Privacy Notice**

**When you contact us**

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

**The Councils Right to Process Information**

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

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 task carried out in the public interest or in the exercise of official authority vested in the controller

**Information Security**

Sevenoaks Town Council has a duty 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 appropriate policies. Copies of these policies can be requested.

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. (You may request the deletion of your data held by Sevenoaks Town Council at any time).

**Children**

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

**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: (Name of Controller and contact details)

**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: The Town Clerk at the address on this document or via townclerk@sevenoakstown.gov.uk to request this.

**Information Deletion**

If you wish Sevenoaks Town Council to delete the information about you please contact: The Town Clerk at the address on this document or via townclerk@sevenoakstown.gov.uk to request this.

**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 (The Town Clerk at the address on this document or via townclerk@sevenoakstown.gov.uk to request this.

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

Sevenoaks Town Council does not use any form of automated decision making or the profiling of individual personal data.

**Conclusion**: 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. (You can request a copy of our policies at any time).

**Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to the Data Information Officer: The Town Clerk at the address on this document or via townclerk@sevenoakstown.gov.uk to request this and or the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.