

Tenant Farmers Association Data Protection and Privacy Policy

1. Introduction

- 1.1 This policy explains how the Tenant Farmers Association (TFA) handles your personal data and what you can do if you have any concerns. Your personal data may have been provided to the TFA by you, collected from you or provided by others. It includes data that the TFA holds electronically and in paper files.
- 1.2 The TFA is committed to protecting your privacy and rights in connection with this personal data. This privacy notice is to inform you of our obligations when processing your personal data, how the TFA collects and uses that data and under what circumstances and with whom the TFA may share or disclose it.
- 1.3 The TFA is a data controller and holds and processes personal data in accordance with data protection law.

2. Why the TFA holds your personal data

- 2.1 The TFA holds personal data about you because of one of the following reasons:
 - 2.1.1 You either are or were a member of the TFA;
 - 2.1.2 You have come to our attention as a potential member of the TFA;
 - 2.1.3 You either are or have worked for an organisation with whom the TFA has links in the furtherance of its organisational objectives.
 - 2.1.4 You have provided the TFA with your personal data for reasons other than set out above.

3. Data that is held by the TFA

- 3.1 If you either are or were a member of the TFA, the TFA will hold your personal data relating to your use of the benefits and services provided by the TFA and in relation to any committees, subcommittees or working groups of which you are a member. This will at least include your contact details, telephone numbers and email addresses but will also include correspondence and notes on matters of advice, information and support and any payment information which you have provided to the TFA.
- 3.2 If you have come to our attention as a potential member of the TFA, the TFA will hold your personal data to enable us to contact you to offer membership of the Association. This will at least include your contact details, telephone numbers and email addresses. It may also include data about issues that you have raised with the TFA prior to deciding whether or not to take out membership.
- 3.3 If you have worked or are working with an organisation with whom the TFA has links in the furtherance of its objectives, the TFA will hold your personal data relating to your interaction with the TFA. This will at least include your contact details, telephone numbers and email addresses.

3.4 If you have provided your personal data to the TFA for another reason, the TFA will hold your personal data for the reason you supplied it.

4. Purposes for processing personal data

4.1 If you either are or were a member of the TFA, the TFA has a legitimate and reasonable interest in processing your personal data to process your membership subscription and to provide you with the benefits and services available through TFA membership. These benefits and services include the provision of advice, information, support, promotion and administration of events and promotion and administration of TFA member services as listed in the TFA Members Handbook. This Handbook is available by request to all TFA members who have either not received a copy or where their copy has been mislaid.

4.2 If you are a member of any TFA committee, subcommittee or working group, we will use your personal data to facilitate their effective administration. Apart from individuals co-opted externally, we do not consider members of TFA committees, subcommittees and working groups that serve alongside you to be third parties.

4.3 If you have come to the TFA's attention as a potential member of the TFA, the TFA has a legitimate and reasonable interest in processing your personal data to make contact with you to offer you the opportunity to join the TFA.

4.4 If you have worked or are working with an organisation with whom the TFA has links, the TFA has a legitimate and reasonable interest in processing your personal data to promote, develop and further those links.

4.5 If you have provided your personal data to the TFA for another reason, the TFA has a legitimate and reasonable interest to process your personal data for the reason you supplied it.

5. Retention of Data

5.1 Any data held in paper files may be disposed of securely after 6 years. Data held electronically may be held for a longer period either because of legal requirements or for the purposes of the TFA's historic record.

6. Storage of your personal data

6.1 All personal data is stored on password protected computers, password protected cloud-based computer systems or in hard copy files at our head office in Theale, Berkshire, UK which has controlled access during office hours and is secured out of office hours.

7. Disclosure of your personal data

7.1 If you are an existing member of the TFA, the TFA will not pass your personal data to a third party without your consent.

7.2 If you were a member of the TFA in the past, but are no longer, or you have come to the TFA's attention as a potential member of the TFA, the TFA may pass your personal data

to a legally compliant organisation to assist with making contact with you to offer membership of the TFA.

7.3 If you have worked or are working with an organisation with whom the TFA has links the TFA may pass your personal data to others who may also wish to establish links with you unless you have forbidden such disclosure.

7.4 If you have provided your personal data to the TFA for another reason, the TFA may pass your personal data to others if it helps to fulfil the reason you supplied it to the TFA.

8. Your Rights

8.1 You have the right, subject to a number of exceptions, to know what personal data the TFA holds about you and ask us to change, delete, restrict or object to the processing of such data. Any correspondence on such matters should be addressed to the Data Controller, Tenant Farmers Association, 5 Brewery Court, Theale, Berkshire RG7 5AJ or email to datacontroller@tfa.org.uk. Unless the matter is complex, the TFA will respond within one month of receipt of your correspondence.

8.2 More information about your personal data rights can be found on the website of the Information Commissioner's Office (ICO): www.ico.org.uk

8.3 If you are dissatisfied with any aspect of the TFA's processing of your personal data you have the right to lodge a complaint with the ICO, the details of which can be found on the ICO website referred to above.

9. Changes to this notice

9.1 The TFA reserves the right to change this notice as required in the future.

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