



NEW ROMNEY TOWN COUNCIL



ALLOTMENTS CHURCH LANE, NEW ROMNEY

ALLOTMENT TENANCY APPLICATION FORM

I, the undersigned, hereby make application to New Romney Town Council for the tenancy of an allotment at Church Lane Allotments, New Romney, Kent.

Details of Applicant:

Full Name:

Address:

.....

.....

Telephone Number:

Email:

How long resident in the Parish:

Whether holding any allotment in the area and if so:

The owner of the site

.....
Extent and situation of allotment

.....
Whether quitting the allotment and if so when

In the event of my application being granted by New Romney Town Council I agree to sign any form of Tenancy Agreement required by them.

SIGNED:

DATE:

This form, when completed, should be sent to Facilities Clerk, New Romney Town Council, Town Hall, New Romney, KENT TN28 8BT, together with proof of residency eg copy of utilities bill.

Applicants must be over 18 years of age.

New Romney Town Council reserves the right to refuse any application without necessarily giving to the applicant the reasons for their decision.

Jan 2021

For Office use:

Residency proof seen

Date:

Type:

Officer:

PRIVACY STATEMENT

Your Personal Data will be retained by New Romney Town Council for the sole purpose of dealing with any matters relating to your Allotment Garden Tenancy Application and for no other reason. It will be stored securely in accordance with the Town Council Data Protection Policy.

The Type of Personal Data we process for this purpose includes: name, address, contact details (email address, telephone number), unique identifiers (signature, evidence of identity and / or eligibility - such as copy of Council tax bill).

We will keep your Personal Data for the duration of your Application and Tenancy and for as long as it is reasonably required thereafter to ensure all matters relating to your Application or Tenancy have been concluded.

The lawful basis for processing personal data in accordance with GDPR Article 6(1)(a)(b) and (c) (Data Protection Act 2018) is:

- Consent: the Personal Data is collected and processed with your consent.
- Contract: the processing is necessary for a contract we have with you or because you have been asked to take specific steps before entering into a contract.
- Public Task: the process is necessary for us to perform a task in the public interest or for our official functions and the task or function has a clear basis in law.

We will not share the Personal Data you have provided relating to your Hut & Winch Site Tenancy Application with any other organisation.

Obligation to provide Personal Data / Right to Withdraw Consent:

- You have an obligation to provide all required Personal Data if you wish to be provided with a New Romney Town Council Allotment Garden Tenancy. If you do not wish to provide the required Personal Data we will not be able to enter into a contract with you for a Allotment Garden Tenancy or if you later wish to withdraw consent we will need to terminate your Allotment Garden Tenancy.

You have the right to access the personal information that we hold about you. You can do this by contacting the Town Council's Data Information Officer: town.clerk@newromney-tc.gov.uk

If you believe that the personal information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: town.clerk@newromney-tc.gov.uk

If you wish to make a complaint about the way your personal data has been processed by the Town Council, please contact: town.clerk@newromney-tc.gov.uk
You may also submit a complaint to the Information Commissioner's Office: casework@ico.org.uk

For more information about your rights, please see the Council's Privacy Statement on the New Romney Town Council website.