	FUNCTION NAME	**Is the data collected direct from the citizen?**	**Is the data about the citizen collected from a third party?**
Why we collect information about you? **What is the legal basis for us collecting your information?**	To manage your allotment tenancy To comply with the legal basis of the tenant's agreement under the Allotments Act	✅	❌
What information do we collect about you?	Name, address, gender, telephone, e-mail. Also, if a concession is required, date of birth and/or evidence of benefits are needed.	✅	❌
Who do we share the information with?	Your address is shared with "Colony" the database for local authority allotments. Invoice details are shared with Civica Revenues & Benefits. If permission is given from the potential tenant, we will share the name and address with the allotment association for the site.	✅	❌
Is any information transferred to or stored in servers based outside the European Economic Area?	No	❌	❌
How long do we keep your information?	We keep the data for as long as you have an allotment with us.	✅	❌
Who do we collect information from?	We only collect information from residents wishing to have an allotment	✅	❌
What are the consequences if we don't collect the data?	We cannot let the allotments in an orderly fashion or manage the tenants.	✅	❌
Are any decision about you made by automatic means?	No	✅	❌