



## LYMINGTON ROAD ALLOTMENT TENANCY AGREEMENT

Address: 78 St Mildreds Road, Westgate-on-Sea, Kent CT8 8RF Tel: 01843 836182 Email: [finance@westgateonsea.gov.uk](mailto:finance@westgateonsea.gov.uk)

<b>Site Location</b>	Lymington Road, Westgate-on-Sea	
<b>Tenancy Agreement Duration</b>	1 <sup>st</sup> October 2020 to 30 <sup>th</sup> September 2021	
<b>Plot Number</b>		
<b>Plot Size</b>		
<b>Name</b>		
<b>Address including full postcode</b>		
<b>Email:</b>		
<b>Telephone/Mobile Number</b>		
<b>Fees and Charges</b>		
<u>Key Deposit</u> (This will be refunded on receipt of the returned key and the surrender of the allotment plot).	£15.00	
<u>Full Plot</u>	£43.80	
Additional service charge for water	£20.00	<b>Total £63.80</b>
<u>Half Plot</u>	£21.90	
Additional service charge for water	£10.00	<b>Total £31.90</b>
<b>Addition Information</b>		
<ul style="list-style-type: none"><li>• Please note your Tenancy Agreement is non-Transferrable.</li><li>• I understand that by signing this Tenancy Agreement I agree to observe the rules of the allotment gardens made by the Council and confirm I have read the rules relating to allotment gardens sent with this Tenancy.</li><li>• I understand that if payment is not received within the period stated on the invoice that the Tenancy Agreement will be at risk of being terminated.</li><li>• I understand that by signing this Tenancy Agreement I confirm I do not hold any other allotment garden or agricultural land (other than a garden attached to my residence).</li><li>• I understand that the Council share my information with the Lymington Road Allotment Association Officer. If you <b>do not</b> wish your information to be shared, then please tick this box. <input type="checkbox"/> For more information please email. <a href="mailto:finance@westgateonsea.gov.uk">finance@westgateonsea.gov.uk</a></li><li>• I understand that by signing this Tenancy Agreement I confirm I have read and understood the Councils Privacy statement. This can be found on the reverse of this Agreement.</li></ul>		
<b>Signed</b>	<b>Full Name Printed</b>	<b>Date</b>

## **How we store your information**

Your information is securely stored at 78 St Mildreds Road, Westgate on Sea, CT8 8RF. The security of your data is important to us but remember that no method of transmission over the internet, or method of electronic storage is 100% secure. Whilst we strive to use commercially acceptable means to protect your Personal Data, we cannot guarantee its absolute security. Information is stored in locked filing cabinets when it involves hard copies; this is disposed of by shredding where our Retention Policy stipulates.

We are required under UK Tax Law to keep your basic personal data (name, address, contact details) for a minimum of 6 years after which time it will be destroyed.

We keep your data for as long as is necessary for the purposes set out in the Town Council Privacy Policy. We will retain and use your Personal Data to the extent necessary to comply with our legal obligations (for example if we are required to retain your data to comply with applicable laws), resolve disputes and enforce our legal agreements and policies. Our email services are provided by Microsoft Office 365 and as such we may store your information with them. We retain the rights, title and interest in the data we store in Office 365. Microsoft will not share your data for advertising purposes or use your data except for purposes consistent with providing our cloud services

We will then dispose your information by shredding if paper copies or deleting from computers for emails.

The full Privacy Policy can be found on our website:

<https://www.westgateonsea.gov.uk/community/westgate-on-sea-town-council-13327/home#>