

Allotment co-worker notification

Current tenant details

Site name.....

Plot number.....

Tenant's name.....

Date of birth.....

Tenant's address.....

.....

Tenant's telephone number.....

Tenant's email.....

Co-workers details

Co-worker's name

Date of birth.....

Co-worker's address.....

.....

Co-worker's telephone number

Co-worker's email.....

Signature of tenant.....

Date.....

Signature of co-worker.....

Date.....

**(Please return form to Mark Littlefield, BDBC, Specialist Services
Officer, Environmental Services)**

Basingstoke and Deane Borough Council is the data controller for the personal information you provide on this form. You can contact the council by phone on 01256 844844, via email to customer.service@basingstoke.gov.uk or by writing to us at Civic Offices, London Road, Basingstoke RG21 4AH. The council's Data Protection Officer can be contacted at dpo@basingstoke.gov.uk

The personal information provided will be used to update our records, including contact details, for a co-worker request. It is necessary for you to provide this information to us so that we can provide the service you have requested.

- We may share your information with other teams within the council in order to provide a service to you, to ensure our records are kept up to date or otherwise where we are required to do so
- We may share your information with Allotment Representatives for the purpose of site specific allotment matters.
- We will not disclose any information to other organisations unless we are required by law to do so or to prevent fraud
- Your personal details will only be held as long as is needed for this purpose and in accordance with our retention policy

For further details on how your information is used; how we maintain the security of your information and your rights, including how to access information we hold on you and how to complain if you have any concerns about how your personal details are processed, please visit www.basingstoke.gov.uk or email dpo@basingstoke.gov.uk