

SWALLOWFIELD PARISH COUNCIL



HIRERS PRIVACY NOTICE

*Adopted at the
Parish Council Meeting held on
8th May 2018*

PRIVACY NOTICE - HIRERS

When you hire the Parish Hall or other Parish Council facilities, or hold an event on the Playing Field, the personal information you provide such as name, address, email address, phone number will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, collect deposits, send invoices and receipts, and pursue any claims relating to your hire agreement. Your personal information will not be shared with any third party without your prior consent except as is legitimate and necessary to fulfil the purpose for which it was provided.

The Council's Right to Process Information

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

- Processing is with consent of the data subject or
- Processing is necessary for compliance with a legal obligation or
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Information Security

Swallowfield Parish Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose for which it was collected and only for as long as is necessary after which it will be deleted. You may request the deletion of your data held by Swallowfield Parish Council at any time.

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: Parish Clerk, Swallowfield Parish Council, Parish Office, Swallowfield Street, Swallowfield, RG7 1QX. Email: clerk@swallowfieldpc.gov.uk Tel: 0118 988 5929.

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: Parish Clerk, Swallowfield Parish Council, Parish Office, Swallowfield Street, Swallowfield, RG7 1QX. Email: clerk@swallowfieldpc.gov.uk Tel: 0118 988 5929 to request this.

Information Deletion

If you wish Swallowfield Parish Council to delete the information about you please contact: Parish Clerk, Swallowfield Parish Council, Parish Office, Swallowfield Street, Swallowfield, RG7 1QX. Email: clerk@swallowfieldpc.gov.uk Tel: 0118 988 5929 to request this.

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact Parish Clerk, Swallowfield Parish Council, Parish Office, Swallowfield Street, Swallowfield, RG7 1QX. Email: clerk@swallowfieldpc.gov.uk Tel: 0118 988 5929 to object.

Rights Related to Automated Decision Making and Profiling

Swallowfield Parish Council does not use any form of automated decision making or the profiling of individual personal data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Swallowfield Parish Council Data Information Officer: Parish Clerk, Swallowfield Parish Council, Parish Office, Swallowfield Street, Swallowfield, RG7 1QX. Email: clerk@swallowfieldpc.gov.uk Tel: 0118 988 5929 and the Information Commissioner's Office casework@ico.org.uk Tel: 0303 123 1113

Summary

In accordance with the law, Swallowfield Parish Council only collects a limited amount of information about you that is necessary for correspondence, information and service provision. Swallowfield Parish Council does not use profiling and it does not sell or pass your data to third parties. Swallowfield Parish Council does not use your data for purposes other than those specified. Swallowfield Parish Council makes sure your data is stored securely. Swallowfield Parish Council deletes all information deemed to be no longer necessary. Swallowfield Parish Council routinely reviews its Privacy Policies to keep them up to date. You can request a copy of our policies at any time.