

General Data Protection Regulations

Parish Clerk
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Great Horkesley
Colchester
CO6 4TU

Tel: 073750 95486

E-mail: parish-clerk@greathorkesley-pc.gov.uk

Great Horkesley Village Hall Hirer's Privacy Notice

When you contact us

With reference to the village hall the information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information send invoices and receipts relating to your hire agreement and/or access our facilities and services. Your personal information will be not shared or provided to any other third party without your prior consent.

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of the village hall.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

Information Security

Great Horkeley 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 it was collected for and only for as long as is necessary. After which it will be deleted. You may request the deletion of your data held by Great Horkeley 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:

The Parish Clerk, <mailto:parish-clerk@greathorkeley-pc.gov.uk>

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: The Parish Clerk, <mailto:parish-clerk@greathorkeley-pc.gov.uk> to request this.

Information Deletion

If you wish Great Horkeley Parish Council to delete the information about you.

Please contact: The Parish Clerk; <mailto:parish-clerk@greathorkeley-pc.gov.uk> 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 the Parish Clerk to object. <mailto:parish-clerk@greathorkeley-pc.gov.uk>

Rights Related to Automated Decision Making and Profiling

Great Horkeley 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 Great Horkeley Parish Council

The Parish Clerk; <mailto:parish-clerk@greathorkeley-pc.gov.uk>

[You can contact The Information Commissioners Office on 0303 123 1113 or via email https://ico.org.uk/global/contact-us/email/ or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.](https://ico.org.uk/global/contact-us/email/)

Summary: In accordance with the law, Great Horkeley Parish Council only collect a limited amount of information about you that is necessary for correspondence, information and service provision. Great Horkeley Parish Council do not use profiling, we do not sell or pass your data to third parties. Great Horkeley Parish Council do not use your data for purposes other than those specified. Great Horkeley Parish Council make sure your data is stored securely. Great Horkeley Parish Council delete all information deemed to be no longer necessary. Great Horkeley Parish Council constantly review our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

Adopted; 21 May 2018

Review; May 2019