



Hemsworth Town Council
The Community Centre Bullenshaw Road Hemsworth WF9 4NE

ASTRO TURF PITCH BOOKING FORM

Name of Club / Organisation:					
Contact Name					
Address:				Postcode:	
Contact Telephone Number:			E Mail:		
Alternative Contact Name:			Sport for which facility will be used:		
Tel:					
Equipment required (goals etc):					
Area required (Please tick) : Full Pitch <input type="checkbox"/> Half Pitch <input type="checkbox"/> Grass Pitch <input type="checkbox"/>					
Type of users (Please tick): Male <input type="checkbox"/> Female <input type="checkbox"/> Adults <input type="checkbox"/> Juniors <input type="checkbox"/> Disabled <input type="checkbox"/>					
Approx Number of Users: _____					
Day	Month	Dates	Start Time	End Time	Total Hours

Cancellation Policy – Bookings are to be cancelled by contacting the Administration Office 48 hours before the date and time that the booking should take place, if 48 hours' notice is not given to the Administration Office then the full booking fee is payable.

Signed _____

Date _____

Please contact the Administration Office on 01977 617617 with any enquiries.

I agree that I have read and understand Hemsworth Town Councils Privacy Notice. I agree by signing below that the Council may process my personal information for providing information, services and corresponding with me. I understand that my personal information will be only be kept for as long as required. I have the right to request modification on the information that you keep on record. I have the right to withdraw my consent and request that I am removed from your database.

Signed: _____ Please Print Name: _____ Date: _____



Community Centre .Bullenshaw Road .Hemsworth .Pontefract .West Yorkshire .WF9 4NE

Tel: (01977) 617617 Fax: (01977) 610494 Email: clerk@hemsworthcouncil.co.uk Web: www.hemsworthcouncil.co.uk

Town Clerk: Mrs. Tina A. Pattison MMS, MILCM

Hirers Privacy Notice

When you hire facilities from Hemsworth Town Council, the information you provide (personal information 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, send invoices and receipts relating to your hire agreement.

Your personal information will not be shared with any third party without your prior consent.

The Councils Right to Process Information

GDPR Article 6 (1) (a) (b) and (c)

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 contract with the data subject or to take steps to enter into a contract

Information Security

Hemsworth Town Council takes care to ensure the security of personal data. The Council will 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 relevant policies.

The Council 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.

Your Rights

Access to Information

You have the right to request access to the information the Council have on you. You can do this by contacting our Data Information Officer: Jayne Cole Chief Executive Officer Local Council Public Advisory Service: Tel: 01284 766885, email@: ceo@lcpas.co.uk

Information Correction

If you believe that the information the Council have about you is incorrect, you may contact us so that we can update it and keep your data accurate - Please contact: Clerk@hemsworthcouncil.co.uk.

Information Deletion

If you wish Hemsworth Town Council to delete the information about you, please contact: clerk@hemsworthcouncil.co.uk.

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 Clerk@hemsworthcouncil.co.uk

Rights Related to Automated Decision Making and Profiling

Hemsworth Town Council does not use automated decision making or profiling of personal data.

To Sum Up

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. The Council does not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. The Council makes sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Jayne Cole Chief Executive Officer Local Council Public Advisory Service: Tel: 01284 766885, email@: ceo@lcpas.co.uk and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.