



Hirer's 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 Council's 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 for which it was collected 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 holds about you. You can do this by contacting the town clerk tel: 01977 617617, email: clerk@hemsworthcouncil.co.uk

Information Correction

If you believe that the information the Council holds about you is incorrect, you may contact the Council so that the Council can update it and keep your data accurate - please contact the town clerk.

Information Deletion

If you wish Hemsworth Town Council to delete the information held about you, please contact the town clerk.

Right to Object

If you believe that your data is not being processed for the purpose for which it was collected, you may object: Please contact the town clerk.

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, the Council only collects a limited amount of information about you that is necessary for correspondence, information and service provision. The Council does not use profiling, nor does it sell or pass your data to third parties. The Council does not use your data for purposes other than those specified. The Council makes sure your data is stored securely. The Council deletes all information deemed to be no longer necessary. The Council regularly reviews its 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 the town clerk - tel: 01977 617617, email: clerk@hemsworthcouncil.co.uk and the Information Commissioners Office – email casework@ico.org.uk, tel: 0303 123 1113.