



Memorial Hall
4 High Street
Woburn Sands
a.jordan@wstc.org.uk
01908 585368

Hirers Privacy Notice and General Data Protection Regulations

When you hire the Village Halls or hold an event on the Recreation Ground, 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 General Data Protection Regulations (GDPR) require us to have your consent to hold this personal information about you.

When you complete a booking form to hire a hall, you are signing to say that you are giving us this written permission.

When you contact us

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 and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

When you make a hire booking

When making a booking with us to hire one of our halls or the Recreation Ground, we ask you to sign to say you agree that the Town Council may process your contact details for facilitating the hiring of a hall/venue. Please note that it is your responsibility to notify the Town Council of any changes that may occur such as address or contact details.

The Town 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.

You have the right to withdraw your consent and request that the details are removed from our database.

The Councils 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

Woburn Sands Town 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 Woburn Sands Town 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: Mrs A Jordan, Tel: 01908 585368.

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: Woburn Sands Town Council, Tel: 01908 585368 to request this.

Information Deletion

If you wish Woburn Sands Town Council to delete the information about you please contact: Woburn Sands Town Council, Tel: 01908 585368 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 Woburn Sands Town Council to object.

Rights Related to Automated Decision Making and Profiling

Woburn Sands Town 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 Woburn Sands Town Council Data Information Officer: Mrs A Jordan, Tel: 01908 585368 and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.

Summary: In accordance with the law, Woburn Sands Town Council only collect a limited amount of information about you that is necessary for correspondence, information and service provision. Woburn Sands Town Council do not use profiling, we do not sell or pass

your data to third parties. Woburn Sands Town Council do not use your data for purposes other than those specified. Woburn Sands Town Council make sure your data is stored securely. Woburn Sands Town Council delete all information deemed to be no longer necessary. Woburn Sands Town 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, or they can be found on the Woburn Sands Town Council Website.)