



## Burghfield Village Hall Hirers Privacy Notice 2023

### **1. Introduction**

When you hire the Village Hall, the information which 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 to 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.

### **2. When you contact us**

The information which 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 to 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.

### **3. The Councils Right to Process Information**

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

- i) Processing is with the consent of the data subject or
- ii) Processing is necessary for compliance with a legal obligation or
- iii) 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.

### **4. Information Security**

Burghfield Parish Council (BPC) has a duty to ensure the security of personal data. We ensure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is achieved through appropriate technical measures and appropriate policies. Copies of these policies are available on request.

BPC will only keep your data for the purpose that 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 BPC at any time.

### **5. Access to Information**

You have the right to request access to the information which we hold on you. You can do this by contacting the Parish Council via email: [villagehall@burghfieldparishcouncil.gov.uk](mailto:villagehall@burghfieldparishcouncil.gov.uk)

### **6. Information Correction**

If you believe that the information which we hold about you is incorrect, you may contact us so that we can update it and keep your data accurate. You can do this by contacting the Parish Council via email: [villagehall@burghfieldparishcouncil.gov.uk](mailto:villagehall@burghfieldparishcouncil.gov.uk)

### **7. Information Deletion**

If you wish BPC to delete the information which we hold about you, please contact the Parish Council via email: [villagehall@burghfieldparishcouncil.gov.uk](mailto:villagehall@burghfieldparishcouncil.gov.uk)

### **8. Right to Object**

If you believe that your data is not being processed for the purpose for which it was collected, you may object: You can do this by contacting the Parish Council Clerk via email: [clerk@burghfieldparishcouncil.gov.uk](mailto:clerk@burghfieldparishcouncil.gov.uk)

### **9. Rights Related to Automated Decision Making and Profiling**

BPC does not use any form of automated decision making or profiling of individual personal data.

### **10.Complaints**

If you have a complaint regarding the way your personal data has been processed, you may make a complaint to: Burghfield Parish Council and/or the Information Commissioners Office  
Tel: 0303 123 1113.

### **11. Summary:**

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