



Hire Agreement Privacy Policy

1. Introduction

Your personal information is being processed by Church Stretton Town Council. We are devoted to managing personal information in line with current legislation and best practice. This includes the General Data Protection Regulation (GDPR) which is active from May 25th, 2018. Whenever you provide personal information, we will treat information in accordance with our privacy policy.

2. Description of processing

The following is a broad description of the way this council processes personal information:

3. Reasons for processing information:

We process personal information to enable us to hire out facilities, and for accounting purposes.

- **Type of information processed:**

We process information relating to the above purposes. This information may include personal details such as name, address and contact details.

We do not need to process sensitive classes of information.

- **Who the information is processed about:**

We process information regarding the person named in the hire agreement.

- **Who the information may be shared with:**

We may share this information with committees or individuals involved in the running of the facility.

We may share this information with auditors or HMRC

4. Retention Policy

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| Retention Period | All information below will be kept for 6 years for VAT and accounting reasons: <ul style="list-style-type: none"> • application forms • lettings records • invoices to hirers • record of tickets issued |
| Where stored | Electronic, paper |
| Authority | Church Stretton Town Council |

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|--------------------------------|--------------------------------|
| Information Asset Owner | Church Stretton Town Council |
| Location Held | Electronically and Secure File |
| Permanent Preservation | No |
| Sensitive Personal Data | No |

5. Rights of Data Subjects

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| The right to be informed | Data subjects should be clear about what, why and in what way, Personal Identifiable Information (PII) will be processed. |
| The right of access | Data subjects have the right to learn what PII is held on them by whom and why |
| The right of rectification | Data subjects can request corrections to their PII |
| The right to erase | Data subjects can request to be forgotten |
| The right to restrict processing | Data subjects can ask organisation to stop processing their PII |
| The right to data portability | Data subjects can ask for their PII in machine readable format or to have it sent to another organisation |
| The right to object | Data subjects can object to organisation processing their PII |
| Automated decision making and profiling | Protection against targeted marketing and decision making |

If you wish to acquire more information regarding rights, you can do this by consulting the Information Commissioner's Office (ICO) website or for more specific enquires:

The Town Clerk
Church Stretton Town Council
60 High Street
Church Stretton
SY6 6BY

Email: www.churchstretton-tc.gov.uk

Telephone: 01694 722113

Please sign and date below to confirm you understand and agree with our privacy policy.

Signature:

Date: