



Saxmundham Market Hall

Privacy Notice for People Wishing to Hire the Market Hall

Hirers Privacy Notice

When you hire the Market Hall or hold an event on the Memorial Field

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) (Data Protection Act 1998)

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

Saxmundham Council cares 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 relevant policies.

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.

Your Rights

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: townclerk@saxmundham.org

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: townclerk@saxmundham.org

Information Deletion

If you wish Saxmundham Town Council to delete the information about you, please contact: townclerk@saxmundham.org

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 townclerk@saxmundham.org

Rights Related to Automated Decision Making and Profiling

Saxmundham 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. We do 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. We make 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: Saxmundham Town Council Data Information Officer: and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.

Please sign and return the tear off slip below with your booking form

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May we keep your data beyond the minimum time required to process your booking?

From time to time we may wish to contact you to let you know about improvements or changes to the Market Hall. We may not do this without your active consent. (We will not bombard you with advertising literature!)

I do/do not give my permission to Saxmundham Town Council to hold my data beyond the minimum duration needed to process my booking.

Signature

Advertising your contact details on the Market Hall Website

If you would like us to advertise your contact details on our website, please fill the return slip below and include it with your booking form:

I would like the following event and contact details to be advertised on the Market Hall Website (fill in as required):

- Event name
- Event time
- Contact name
- Telephone and/or email