Charvil Parish Council

Hirer's Privacy Policy

Version 1.3 – May 2026

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1 Document Control Information

Title: Hirer's Privacy Policy

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Authors: Charvil Parish Council

Version Control:

Version	Date	Description
1.0	April 2018	Policy Published
1.1	August 2024	Reviewed & Updated
1.2	May 2025	Reviewed, contact details updated
1.3	May 2026	Reviewed and no updates needed

Approved by:

Title	Name	Signature	Date
Chair of the Council			
Clerk to the Council	Miranda Parker		

Planned Review Date:

May 2027

2 References

3 Introduction

3.1 When you hire the Village Hall, East Park Farm Pavilion or use any of the sporting facilities (football pitches, cricket pitch, tennis courts), 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.

3.2 Your personal information will not be shared with any third party without your prior consent.

4 When you Contact us

4.1 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.

4.2 Your personal information will be not shared or provided to any other third party.

5 The Councils Right to Process Information

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

- Processing is with the 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.

6 Information Security

6.1 Charvil Parish Council 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.

6.2 This is achieved through appropriate technical measures and appropriate policies. Copies of these policies are available on request.

6.3 The Council 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.

6.4 You may request the deletion of your data held by the Council at any time.

7 Access to Information

7.1 You have the right to request access to the information which we hold on you. You can do this by contacting our Data Controller using the details in Section 14

8 Information Correction

8.1 If you believe that the information which we hold about you is incorrect, you may contact us using the details in Section 14 so that we can update it and keep your data accurate.

9 Information Deletion

9.1 If you wish the Council to delete the information which we hold about you, please contact us using the contact details in Section 14

10 Right to Object

10.1 If you believe that your data is not being processed for the purpose for which it was collected, you may object using the contact details in Section 14

11 Rights Related to Automated Decision Making and Profiling

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

12 Complaints

12.1 If you have a complaint regarding the way your personal data has been processed, you may make a complaint to: Charvil Parish Council Data Information Officer (see Section 14) and/or the Information Commissioners Office: https://ico.org.uk/global/contact-us/contact-us-public/

13 Summary

13.1 In accordance with the law, CPC only collects a limited amount of information about you, as is necessary for correspondence, information and service provision.

13.2 CPC 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.

13.3 CPC deletes all information deemed no longer to be required.

13.4 CPC constantly reviews its Privacy Policies to keep them up to date in protecting your data.

13.5 You can request a copy of our policies at any time.

14 Contact Details

14.1 Contact Details for the Charvil Parish Council Data Controller (Assistant Clerk to the Council) are:

14.2 By Email to Bookings@charvilparishcouncil.gov.uk

- By mail to: Charvil Village Hall, The Hawthorns, Charvil. RG10 9TT

15 Review

15.1 This policy will be reviewed annually