

# DALSTON PARISH COUNCIL

## Sue Milburn – Clerk

Forge Green Office, Riverside, Dalston, Carlisle CA5 7QG

Tel: 01228 712766; Email: [clerk@dalston.org.uk](mailto:clerk@dalston.org.uk)



## Hirers Privacy Notice

When bookings are made to hire the meeting room 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, providing 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.

### 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 not be shared or provided to any other third party.

### The Councils Rights 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 invested in the controller.

### Information Security

Dalston Parish Council has a duty to ensure the security of personal data. We must 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 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 Dalston Parish 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: Sue Milburn, Clerk, Dalston Parish Council, Forge Green, Riverside, Dalston, CA5 7GQ; email [clerk@dalston.org.uk](mailto:clerk@dalston.org.uk).

### 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.

**Information Deletion**

If you wish Dalston Parish Council to delete information about you please contact the Clerk at the above address.

**Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object.

**Rights Related to Automated Decision Making and Profiling**

Dalston Parish 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 is processed you may make a complaint to Dalston Parish Councils Data Protection Officer or the Information Commissioners Office

[casework@ico.org.uk](mailto:casework@ico.org.uk) Tel:0303 123 1113.

**Summary**

In accordance with the law, Dalston Parish Council only collect a limited amount of information about you that is necessary for correspondence, information and service provision. Dalston Parish Council 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 specified. We make sure your data is stored securely. Dalston Parish Council delete all information deemed to be no longer necessary.