

MIDDLETON RECREATION GROUND

APPLICATION TO USE PAVILION

Name:	
Address:	
Telephone:	
E-mail:	

Date required:			
Start time:		End time:	
Facilities required:	Toilets only <input style="width: 40px; height: 20px;" type="checkbox"/>	Toilets and kitchen <input style="width: 40px; height: 20px;" type="checkbox"/>	

Conditions of Use

1. Keys to be picked up and returned to one of the designated key holders
2. Facilities to be left clean and tidy
3. Any faults or breakages to be reported to a key holder
4. Please turn off lights† and appliances before leaving
5. All doors (including internal door to kitchen, if used) to be left locked
6. You agree that you have read and understood the attached Privacy Notice and by signing the box below that the Council may process your personal information for providing information and corresponding with you.

†Except motion triggered lights

Note: a donation to help with running costs would be appreciated

Signature of applicant:
Date:

Privacy Notice

When you hire the Pavilion or the Village Hall 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.

Information Security

Middleton cum Fordley Parish Council takes care to ensure the security of personal data. We seek to 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 Clerk.

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 our Clerk.

Information Deletion

If you wish the Council to delete the information about you, please contact our Clerk.

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 our Clerk.

Rights Related to Automated Decision Making and Profiling

The 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.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to our Clerk and to the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.

Middleton cum Fordley Parish Council, March 2018