

# West End Parish Council

Clerk of the Council: Suzanne Price  
The Sports Pavilion  
Benner Lane  
West End  
Woking  
GU24 9JP

[clerk@westendparishcouncil.org.uk](mailto:clerk@westendparishcouncil.org.uk)

Tel: 01276 855361

## **Hirers Privacy Notice**

When you hire the Village Hall or hold an event on the Playing 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 2018)

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**

West End Parish 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: The Parish Clerk, The Sports Pavilion, Benner Lane, West End, Woking, Surrey, GU24 9JP or [clerk@westendparishcouncil.org.uk](mailto:clerk@westendparishcouncil.org.uk). A response to a Subject Access Request (SAR) will be provided within one month after receipt of the request.

### **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: The Parish Clerk, The Sports Pavilion, Benner Lane, West End, Woking, Surrey, GU24 9JP or [clerk@westendparishcouncil.org.uk](mailto:clerk@westendparishcouncil.org.uk)

### **Information Deletion**

If you wish West End Parish Council to delete the information about you, please contact: The Parish Clerk, The Sports Pavilion, Benner Lane, West End, Woking, Surrey, GU24 9JP or [clerk@westendparishcouncil.org.uk](mailto:clerk@westendparishcouncil.org.uk)

### **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 The Parish Clerk, The Sports Pavilion, Benner Lane, West End, Woking, Surrey, GU24 9JP or [clerk@westendparishcouncil.org.uk](mailto:clerk@westendparishcouncil.org.uk)

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

West End Parish 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 West End Parish Council Data Information Officer: The Parish Clerk, The Sports Pavilion, Benner Lane, West End, Woking, Surrey, GU24 9JP or [clerk@westendparishcouncil.org.uk](mailto:clerk@westendparishcouncil.org.uk) and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113