

# Costessey Town Council



Tel: 01603 742958  
Email: [info@costesseytc.org](mailto:info@costesseytc.org)  
@Costesseytc  
Web: [www.costessey.org.uk](http://www.costessey.org.uk)

The Costessey Centre  
Longwater Lane  
Costessey  
Norwich, NR8 5AH

## PRIVACY NOTICE – HALL HIRERS

Dear Hall Hirer

We need to advise you of the information we hold about you.

We will always treat your personal information with great care. “Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address).

The purpose of processing your information is for legal purposes under Article 6 b) of the GDPR Regulations (the entering into a contract to hire one of our halls) and is also part of the normal working of the Council. Your data will be kept for a minimum of 8 years to allow for VAT Officers & Auditors to carry out their responsibilities

We may need to share your data with our Caretakers to fulfil the terms of the hire contract.

Costessey Town Council is the Data Controller, the Council Office Staff are Data Processors and \* [the Town Clerk] is the Data Protection Officer.

As a Data Subject you have detailed rights, including: the right of access to your own personal data; the right of correction, erasure and objection to processing; and the right to lodge a complaint with the Information Commissioner (ICO). See overleaf for a more detailed explanation of your rights.

Please contact us if you have any questions or queries about this Privacy Notice or the personal data we hold about you, or if you wish to exercise any relevant rights, or make a complaint.

Contact Details for the Council Offices are: The Costessey Centre, Longwater Lane, Costessey, Norwich, NR8 5AH. Tel: 01603 742958. E: [info@costesseytc.org](mailto:info@costesseytc.org)

Yours sincerely

*Hilary Elias*

Clerk to Costessey Town Council

\* NB: The Data Protection Officer is to be confirmed

## **An Explanation of Your Rights and Your Personal Data**

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

### **1) *The right to access personal data we hold on you***

At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.

There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

### **2) *The right to correct and update the personal data we hold on you***

If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

### **3) *The right to have your personal data erased***

If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.

When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

### **4) *The right to object to processing of your personal data or to restrict it to certain purposes only***

You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

### **5) *The right to data portability***

You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

### **6) *The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained***

You can withdraw your consent easily by telephone, email, or by post

### **7) *The right to lodge a complaint with the Information Commissioner's Office.***

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.