



MALDON TOWN COUNCIL
Town Council Offices
Town Hall, Market Hill
Maldon
Essex CM9 4RL

Tel: (01621) 857373
Fax: (01621) 850793

Town Mayor: Cllr J. Stilts
Town Clerk: Mrs J. Coleman

e-mail: townclerk@maldontowncouncil.gov.uk
www.maldontowncouncil.gov.uk

17th May 2018

General Data Protection Regulations Town Hall Hirers Privacy Notice

Page 1 to be signed and returned with your payment.

I agree that I have read and understood Maldon Town Council's Hirers Privacy Notice (copy attached for information). I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Maldon Town Council can keep my contact information data during the period of my tenancy or until I request its removal.

I have the right to request modification on the information that you keep on record

I have the right to withdraw my consent and request that my details are removed from your database.

Name	
Address	
Telephone No	
Email address	
Signature	
Date	

General Data Protection Regulations Town Hall Hirers Privacy Notice

When you hire a room in the Town 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 participation. Your personal information will not be shared or provided to any other third party without your consent.

The Council's Right 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 vested in the controller.

Information Security

Maldon Town Council has a duty 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 appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After this it will be deleted. You may request the deletion of your data held by Maldon Town Council at any time.

Access to Information

You have the right to request access to the information we hold on you. You can do this by contacting us directly.

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 Town Clerk (details at the top of this form).

Information Deletion

If you wish Maldon Town Council to delete the information about you please contact the Town Clerk to request this.

Right to Object

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

Rights Related to Automated Decision Making and Profiling

Maldon Town Council does not use any form of automated decision making or the profiling of individual personal data.

Complaints & Queries

Queries regarding this policy should be addressed to the Town Council's Data Protection Officer: dpo@maldon.gov.uk

If you are not happy with the Council's response to a Data Protection request you can complain using the Council's complaints system.

You can speak to your local Councillor(s) to see if they can resolve the issue for you.

If you are unclear who this is telephone the Council Officers 01621 857373 or visit our website www.maldontowncouncil.gov.uk.

You can complain to the Information Commissioner at:

Wycliffe House, Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 01625 545 700

Web: www.ico.gov.uk

Summary

In accordance with the law, Maldon Town Council only collects a limited amount of information about you that is necessary for correspondence, information and service provision. The council does not use profiling, and does not sell or pass your data to third parties. The Council does not use your data for purposes other than those specified. The Council makes sure your data is stored securely. The Council will delete all information deemed to be no longer necessary. The Council will constantly review its Privacy Policies to keep them up to date in protecting your data. (You can request a copy of our policies at any time or view them on our website www.maldontowncouncil.gov.uk)