

## Boxted Parish Council & Boxted Village Hall Privacy Notice

This privacy notice contains the information you may wish to know in respect of any individual personal data held by Boxted Parish Council and/or Boxted Village Hall.

Information held will only be held for the purposes of doing business and will not be shared with anyone who is not a Boxted Parish Councillor; employed/contracted by Boxted Parish Council or Boxted Village Hall without your specific consent.

We never share information with third parties for marketing purposes.

### **Information which we hold**

We hold that information that is necessary for the purpose of doing business. This will include -

For Parish Council:

Name, contact details (address, email, phone number) and any information necessary to the issue of business.

For Village Hall:

Hirers name, address, phone number, email address and information relating to an enquiry for or booking of Boxted Village Hall.

Additionally, where a deposit is to be returned to a hirer we may record bank sort code and account number.

### **How do we hold your information?**

Your information is held in paper and electronic format.

We will keep your information until one full financial year has passed since the conclusion of business.

### **Our duty is:**

- To maintain complete and accurate records.
- Keep data we hold about you secure and confidential.

### **Your rights:**

**Right to access** - you can request a copy of the data which we hold on you in paper or electronic format. This information will be provided to you free of charge. There are limited circumstances under which we are able to make a charge for providing you with this information.

**Data Portability** – you are able to request a copy of your data to be provided in a commonly used and machine readable format.

**Right to be forgotten** – you have the right to request that your personal data be deleted, provided it is no longer required for the purpose it was originally given. All requests to be forgotten will be considered as we do have to take into account if there is a legal requirement or public interest for your data to be available.

If you wish to exercise any of your rights please write or email us in the first instance at the address below, for the attention of the Boxted Parish Clerk. We may require additional proof of your identity.

**Contact Address:**

Boxted Parish Council  
Gables, The Street  
Bradfield  
Manningtree  
Essex  
CO11 2UU

**Email address:** [boxtedparishcouncil@gmail.com](mailto:boxtedparishcouncil@gmail.com)

**Concerns:**

You have the right to complain to the Information Commissioner's Office (ICO) if you believe there is a problem with the way your data is being handled.

ICO Postal Address  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel:  
0303 123 1113

Online: [www.ico.org.uk](http://www.ico.org.uk)