

Council Name: Wanborough Parish Council  
Clerk to the Council: Mrs Angela Raymond  
Council Address: 15 Springlines, Wanborough, SN4 0ES  
Email Address: [Wanboroughpc@btinternet.com](mailto:Wanboroughpc@btinternet.com)  
Website: [www.wanborough.info](http://www.wanborough.info)  
Telephone numbers: 07588 769829  
ICO Registration: Z1177822

## **Hooper's Field Club Licence Holders and Pavilion Hall Hirers Privacy Notice**

As a user of Hooper's Field Sports Facility, either as a Club representative or Hirer of the Pavilion 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 Licence agreement or hire agreement. Your personal information will not be shared with any third party without your prior consent.

### **When you contact us**

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

### **The Councils 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**

Wanborough Parish 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 which it will be deleted. (You may request the deletion of your data held by Wanborough Parish Council at any time).

### **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: Parish Clerk (contact details shown above)

### **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: Parish Clerk (contact details as shown above) to request this.

### **Information Deletion**

If you wish Wanborough Parish Council to delete the information about you please contact: Parish Clerk (contact details as shown above) 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: Please contact Parish Clerk to object.

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

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

### **Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Wanborough Parish Council Data Information Officer: Parish Clerk (contract details as shown above) and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113

**Summary:** In accordance with the law, Wanborough Parish Council only collect a limited amount of information about you that is necessary for correspondence, information and service provision. Wanborough Parish Council do not use profiling, we do not sell or pass your data to third parties. Wanborough Parish Council do not use your data for purposes other than those specified. Wanborough Parish Council make sure your data is stored securely. Wanborough Parish Council delete all information deemed to be no longer necessary. Wanborough Parish Council constantly review our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

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### **General Data Protection Regulations (Hooper's Field) Consent to hold Contact Information**

I agree that I have read and understand Wanborough Parish Council's Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Wanborough Parish Council can keep my contact information data for an undisclosed time 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.

Hooper's Field Club or Reason for Hire	
Contact Name	
Address	
Telephone No.	
Email Address	
Signature	
Date	