

Pattern Hall Booking Form

Name of Applicant/Organisation:	
Phone Number:	
Email:	
Address:	
Room required:	
Date and time required:	
Purpose:	

By making a booking with St Austell Bay Parish Council, you are providing personal data to the Council. For an explanation of how this data will be handled, please see overleaf.

I confirm that I have read and understood St Austell Bay Parish Council's Privacy Notice. I agree by signing in the consent box below that the Council may process my personal information.

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Signature

Date

A signed copy of the Conditions of Use must be returned with this booking form together with payment and proof of insurance. They may be emailed to enquiries@staustellbay-pc.gov.uk or posted to The Pattern Hall.

St Austell Bay Parish Council

The Pattern Hall, Foundry Parc, Charlestown Road, Charlestown, St Austell PL25 3FW
Telephone 07873383400 enquiries@staustellbay-pc.gov.uk

Summary Privacy Notice for Hirers

Everyone has rights with regards to how their personal information is handled. During the course of our activities we will collect, store and process personal information about our customers (hirers). St Austell Bay Parish Council takes its responsibilities to care for personal data under the General Data Protection Regulations (GDPR) very seriously.

How we use the information

- To process a booking that you have submitted to us
- To provide you with products and services
- To help identify you
- To administer accounts and keep track of invoicing and payment • To notify you about any changes to the services we can offer and • To inform you of changes to services or pricing

Your data will not be shared with or provided to any third party.

Data Retention

We will keep your personal information for as long as you are a customer of St Austell Bay Parish Council.

After you stop being a customer, we will keep your data for up to 7 years for the following reasons

- To respond to any questions from you or requirements by you; and
- To comply with legal requirements

You have the right to object to our use of your personal data, or ask us to delete, remove or stop using it if there is no need for us to keep it. There are legal and accountancy reasons why we will need to keep your data, but please do inform us if you think we are retaining or using your personal data incorrectly.

A full copy of St Austell Bay Parish Council's Privacy Notice can be found on its website (www.staustellbay-pc.gov.uk)

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