



Long Sutton Parish Council and Long Sutton Village Hall and Recreation Ground Privacy Policy

Our contact details:

Name: Lisa Newby, Clerk to Long Sutton Parish Council

Address: Nyumbani, Bow St, Langport, TA10 9PS

Phone Number: 07561 695671

E-mail: clerk@longsutton-pc.gov.uk

The type of personal information we collect:

We currently collect and process the following information:

- Basic information such as personal identifiers, contacts and characteristics. For example, name, title, address, telephone numbers and email addresses.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To make a booking for a facility offered by the Long Sutton Village Hall and Recreation Ground (hall booking or tennis courts).
- Subscribers to the monthly Long Sutton Parish Council newsletter.

We use the information that you have given us in order to:

- Provide information about Long Sutton Village Hall and Recreation Ground. This may include any events at the Long Sutton Village Hall and Recreation Ground, any planned maintenance of the Hall, tennis courts or the recreation ground.

We will not share this information with any outside bodies or organisations.

Information about you collected from third parties ('Third Party Log In Information).

When you access services provided by a third party (for example booking of facilities) via a social media platform, or a sports governing body we may collect and store personal and non-personal information which is available from that third party. We may also receive technical data in order to ensure that the services connect to the correct third-party account.



When subscribing to a communication service (for example e-newsletter subscription) the technical data held is used for research and monitoring purposes only (statistics to monitor and improve content).

A third party payment system (Stripe) is used for tennis court bookings which processes all payments. We have no access to your card payment information.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting the Clerk to the Parish Council.

(b) We have a legitimate interest.

We may use your personal information:

- to notify you directly of reasons why a facility may not be available.
- Research and statistical analysis.
- To conduct surveys to improve services.
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How we store your personal information

Your information is securely stored.

Information provided to book a facility, or subscribe to the e-newsletter, is stored and

We keep basic information held electronically for as long as required. We will then dispose your information by deleting the basic data from the relevant booking system.

Other document retention that may hold personal data is regulated by the Long Sutton Parish Council Documents Retention Policy which is available on the Long Sutton Parish Council website: [www.longsutton-pc.gov.uk/policies and procedures](http://www.longsutton-pc.gov.uk/policies_and_procedures).



Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at clerk@longsutton-pc.gov.uk if you wish to make a request.



How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at clerk@longsutton-pc.gov.uk. You can find the complaint procedure is available on the Long Sutton Parish Council website: <https://www.longsutton-pc.gov.uk/policies-procedures>.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

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

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>