

**Ardleigh Parish Council & Ardleigh Village Hall**  
**Privacy Notice**  
**Agreed at 20/120 July 2020 meeting**

This privacy notice contains the information you may wish to know in respect of any individual personal data held by Ardleigh Parish Council and/or Ardleigh Village Hall. It is considered and approved at full Parish Council meetings.

Information held will only be held for the purposes of doing business and will not be shared with anyone who is not an Ardleigh Parish Councillor or authorised member of a Sub Committee; employed by Ardleigh Parish Council or Ardleigh Village Hall without your specific consent.

Information is also held on recorded CCTV images for the purposes of:

- provide a safe and secure environment for the benefit of those who might visit, work or live in the area
- to reduce the fear of crime by persons using facilities at the Ardleigh Village Hall and Recreation Ground
- to reduce the vandalism of property and to prevent, deter and detect crime and disorder
- to assist all "emergency services" to carry out their lawful duties.

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.

We also hold the name and address of individuals that have purchased cemetery Exclusive Rights of Burial. Additionally, where a deposit is to be returned we may record bank sort code and account number.

CCTV recorded images.

Information gathered through surveys in relation to the Neighbourhood Plan

For Village Hall:

Hirers name, address, phone number, email address and information relating to an enquiry for or booking of Ardleigh Village Hall. Some of this information is held securely on the Hallmaster booking system

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.

CCTV - We will keep recorded images (CCTV) for approximately one month and it will be automatically recorded over. Where images have been selected for release, the recording copy will be made via electronic means and a copy will be held by the clerk on a file with a unique and consecutive number, and date. This will be kept until the recording is no longer required for purposes it was held.

**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 can 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 consider 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 Ardleigh Parish Clerk. We may require additional proof of your identity.

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