



Carlyon Parish Council

Trethella Cottage, Ruan Laniorne, Truro TR2 5NU
Tel: 07983 710385 Email clerk@carlyon-pc.gov.uk
www.carlyon-pc.gov.uk

Carlyon Parish Hall Booking Form

Name of applicant/organisation	
Telephone number	
Email	
Address	
Date required	
Time required	
Purpose	

By making a booking with Carlyon 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 Carlyon Parish Council's Privacy Notice. I agree by signing in the consent box below that the Council may process my personal information

.....
Signature

.....
Date

A signed copy of the Conditions of Use must be returned with this booking form together with proof of insurance. Forms may be emailed to clerk@carlyon-pc.gov.uk or returned to Trethella Cottage, Ruan Laniorne, Truro TR2 5NU

Summary Privacy Notice for Hirers

Everyone has rights with regard 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). Carlyon 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 offer and
- To inform you of changes to services or pricing

Your data will not be shared with a third party. *However your name and telephone number may be given to the Council's caretaker for the purpose of opening and closing the building.*

Data Retention

We will keep your personal information for as long as you are a customer of Carlyon 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 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 Carlyon Parish Council's Privacy Notice can be found on its website www.carlyon-pc.gov.uk