



# PORINGLAND PARISH COUNCIL

Poringland Community Centre, Overtons Way, Poringland, Norfolk, NR14 7WB  
Tel: 01508 492182 Email: [clerk@poringlandparishcouncil.gov.uk](mailto:clerk@poringlandparishcouncil.gov.uk)

Clerk to the Council: Mrs Faye LeBon

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## Community Centre Privacy Notice

When you make an enquiry and/or hire the Community Centre, or book tickets for events, 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 enquiry, provide information, send invoices and receipts relating to your hire agreement. We will store your details within your signed hire agreement for ten years, as detailed in our file retention policy.

Your personal information will be shared with our relief caretaking contractors and the Community Café for the purpose of fulfilling your hire contract. Your personal information will not be shared with any other third parties without your prior consent.

### The Councils Right to Process Information

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 contract with the data subject or to take steps to enter into a contract

### Information Security

Poringland Parish Council cares about 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.

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.

### Children

We will not process any data relating to a child (under 16) without the express parental/guardian consent of the child concerned.

### Your Rights

#### 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.

#### 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 our Data Protection Officer.

#### Information Deletion

If you wish Poringland Parish Council to delete the information about you please contact our Data Protection Officer.

Office Opening Hours: Monday, Tuesday, Wednesday: 9.30am to 12.30pm  
Thursday: 9.30am to 4pm; Friday: By appointment



**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 our Data Protection Officer.

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

Poringland Parish Council does not use automated decision making or profiling of individual personal data.

**Summary**

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

**Complaints**

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

**Data Protection Officer:**

Mrs Faye LeBon  
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