# Hirer's Privacy Notice

**Reviewed LPC Meeting 21 September 2026 with no amendments**

When you hire the Parish Pavilion or hold an event on the Playing Field, the information you provide (personal information such as name, address, email address, phone number, bank details) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, send invoices, receipts and return refundable deposits relating to your hire agreement as relevant. Your personal information will not be shared with any third party without your prior consent.

**When you contact us**

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

**The Council's Right to Process Information**

General Data Protection Regulations Article 6 (1) (a) (b) and (e)
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 task carried out in the public interest or in the exercise of official authority vested in the controller

**Information Security**

Loose Parish Council has a duty to ensure 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. Copies of these policies can be requested.

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. You may request the deletion of your data held by Loose Parish Council at any time as per the Information Deletion section below.

**Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting the Clerk, contact details as above.

**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 the Clerk, Nicky Bourne to request this: Loose PC, PO Box 634, MAIDSTONE, ME17 4YR, telephone: 07855000156 or email: office@loose-pc.gov.uk

**Information Deletion**
If you wish Loose Parish Council to delete the information about you, please contact the Clerk to request this.

**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 the Clerk to object.

**Rights Related to Automated Decision Making and Profiling**
Loose Parish Council does not use any form of automated decision making or the profiling of individual personal data.

**Complaints**
If you have a complaint regarding the way your personal data has been processed, you may make a complaint to the Clerk and the Information Commissioner's Office casework@ico.org.uk
Tel: 0303 123 1113

**Summary:** In accordance with the law, Loose Parish Council only collects a limited amount of information about you that is necessary for correspondence, information and service provision. Loose Parish Council does not use profiling, we do not sell or pass your data to third parties. Loose Parish Council does not use your data for purposes other than those specified. Loose Parish Council makes sure your data is stored securely. Loose Parish Council deletes all information deemed to be no longer necessary. Loose Parish Council constantly reviews our Privacy Policies to keep them up to date in protecting your data. You can request a copy of our policies at any time.