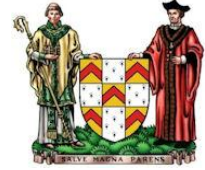


Council Name: Lichfield City Council
Council Address: Donegal House, Bore St, Lichfield WS13 6LU
Email Address: enquiries@lichfield.gov.uk
Telephone numbers: 01543 250011



Privacy Notice

When you hire the Guildhall or any other community facility under the direct control of the City Council, 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, respond to your correspondence, provide information, and send invoices and receipts relating to your hire agreement. Your personal information will not be shared with any third party without your prior consent.

When you contact us

The information you provide 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 unless you wish to hire the Guildhall bar. In such cases your contact details will be passed to the bar provider for the sole purpose of making such arrangements.

The Councils Right to Process Information

Processing is with consent of the data subject.

Processing is necessary for compliance with a legal obligation.

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

Lichfield City 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. You may request the deletion of your data held by Lichfield City Council at any time.

Access to Information

You have the right to request access to the personal data we hold relating to you. You can do this by contacting our Data Information Officer, the Town Clerk, Donegal House, Bore St, Lichfield WS13 6LU.

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 Guildhall Bookings Officer at the address above.

Information Deletion

If you wish Lichfield City Council to delete information about you, please contact the Town Clerk at the address above.

Right to Object

If you believe that your data is not being processed for the purpose it has been collected you may object; please contact the Town Clerk at the address above.

Rights Related to Automated Decision Making and Profiling

Lichfield City 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 Lichfield City Council's Data Information Officer at the address above, and the Information Commissioner's Office casework@ico.org.uk Tel: 0303 123 1113

Summary

In accordance with the law, Lichfield City Council only collects a limited amount of information about you that is necessary for correspondence, information and service provision. Lichfield City Council does not use profiling or sell or pass your data to third parties. Lichfield City Council does not use your data for purposes other than those specified. Lichfield City Council makes sure your data is stored securely. Lichfield City Council deletes all information deemed to be no longer necessary. Lichfield City Council periodically reviews the Privacy Policies. You can request a copy of our policies at any time.