



EYE TOWN COUNCIL

Booking Conditions

for hire of the

Town Hall and Council Chamber

Revised April 2018

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1. General Conditions of Hire

These conditions apply to all hiring of the Eye Town Hall. Hirers must sign the Town Council's Hire Agreement: in signing the agreement, the hirer agrees to all the conditions set out in this document. The Town Clerk will be responsible for overseeing all bookings and ensuring that all conditions of the booking are met.

The Council reserves the right to refuse an application to hire Council premises.

The Council's policy on charging fees and hiring of the Town Hall is the responsibility of the Town Hall Committee (The Committee). The policy will be reviewed annually.

Premises Hire

The Hirer must be 25 years of age or over.

- **Supervision**

The Hirer accepts responsibility for being in charge of, and present at all times, during the period of hire and during additional agreed periods, and for ensuring that all conditions are met.

The Hirer shall, during the period of hire, be responsible for people using the Town Hall, the building and its contents.

The Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

- **Alterations to premises**

No alterations or additions may be made to the premises nor may any fixtures be installed, or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Town Clerk and, in certain circumstances, the Insurers. Placards, decorations and articles will become the property of the Town Hall unless removed by the Hirer who must make good to the satisfaction of the Council any damage caused to the premises by such removal.

The Hirer shall be responsible for any cost associated with a breach of this clause.

- **Hirer's Equipment**

The Council accepts no responsibility for any stored equipment or other property brought onto or left at the premises and all liability for loss or damage is hereby excluded. All equipment and other property must be removed at the end of each hiring or fees will be charged. The Council reserves the right to sell or dispose of any property left on the premises and to charge the hirer for any costs incurred.

Permission to Store Equipment and charges

Charges may be made for the storage of equipment. The Town Clerk will advise on level of charges and period of storage. Failure by the Hirer to pay any charges in respect of stored equipment due and payable, or failure to remove the same within 7 days after the agreed storage period has ended, shall give the Council the right to dispose of such items and any costs incurred will be charged to the Hirer.

NB: If there is to be a period of storage of hirer's goods/items then a full disclosure is required (in writing) of the description of the goods and insurable value.

- **End of hire**

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents including tables and chairs temporarily removed from their usual positions properly replaced. All rubbish and recycling must be removed from the premises and disposed of by the Hirer. The Council will make an additional charge in the event of a breach of this condition.

- **No rights**

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

- **Town Council Rights**

The Town Clerk (or any nominated Council Representative) has the right to enter the premises at any time during the hire.

- **Breaches of Agreement**

In the event of any serious breach of the Hire Agreement the Council reserves the right to terminate the Hire Agreement with immediate effect. (Serious breaches would be any actions, activities or conduct which place the Council, its representatives or its employees at risk of prosecution).

No refund of any hire charges will be made to the Hirer in such circumstances.

1. Use of premises

The Hirer shall not:

- use the premises for any purpose other than that described in the Hiring Agreement
- sub-hire or use the premises or allow the premises to be used for any unlawful activities
- do, or bring onto the premises, anything which may pose a danger or render invalid any relevant insurance policies
- allow the consumption of alcohol without written permission or the necessary licence

- **Capacity**

The Hirer agrees not to exceed the maximum permitted number of people per room including the organisers/performers. Please read the note below relating to seating plans.

Main hall – seated at tables (allowance of 1.0 sq.m per person)	144 max
Main hall – mixed occupancy for example, tables, chairs and dancing area	190 max
Main hall – closely seated audience	190 max
Main hall – standing (allowance of .03 sq.m per person)	400 max
Council Chamber – sitting/standing or mix of both	60 max
Kitchen	8

Seating and Gangways

It is important that an escape corridor is maintained between tables/chairs at all times and exits must be kept clear and available for use at all times. Gangways must be set at a minimum distance of 750 mm.

Rows of Seating

A guideline number of rows for seating would be a maximum of 14 chairs with gangways at either end, up to a maximum number of 190.

However, hirers should consult the Town Clerk on their proposed seating plans prior to the function taking place to ensure compliance with fire safety regulations. Also advise the Town Clerk of any particular needs that any user may have to enable a safe evacuation from the building in the event of fire. This particularly relates to people with disabilities and wheelchair users. See Appendices I, II and the evacuation procedure for wheelchair users and people with disabilities.

Licences and Licensable activities

If any licences are required in respect of any activity being carried out in the Town Hall during the period of hire, the Hirer should ensure that they or Eye Town Council holds the relevant licences.

Licensable Hours: Activities

- **Sunday – Thursday: 10.00 until 23.00 hours**
- **Friday – Saturday: 10.00 until 00.00 hours**

Sale or Supply of Alcohol on the premises

- **Sunday – Thursday: 12:00 until 22.00 hours**
- **Friday – Saturday: 12.00 until 23.30 hours**

The Town Council holds a licence for the following activities:

- Sale of Alcohol
- Showing a film
- Indoor sporting events
- Boxing or wrestling entertainment
- Live Music
- Recorded Music
- Dance (performance)
- Facilities for making music
- Dancing facilities eg disco/ball
- Late night refreshment
- Weddings

Please note that all hirers must provide proof of their own Third Party Public Liability Insurance for the events stated above (see section 6).

- **Gaming, betting and lotteries**

No gaming is allowed on Council premises. The Hirer shall ensure that there is no contravention of the law relating to gaming. Hirers should seek advice from the Licencing Officer at Mid Suffolk District Council if they are proposing to hold a raffle, tombola, race night (or other similar fund-raising activity) at their event. Any licences for such activities are the responsibility of the hirer.

2. Public safety compliance including observance of Health, Safety and Hygiene Legislation

The Hirer shall comply with all conditions, regulations and policies made in respect of the premises by the Local Authority, the Licensing Authority, the Town Clerk or the Committee. The Town Clerk and/or Caretaker will be responsible for ensuring that instruction is given in respect of all safety matters.

(a) The Hirer must sign the booking agreement and **Appendix I** to confirm that they have read the Health and Safety policy and Fire Action Plan and have received instruction in the following matters:

- The action to be taken in event of fire: immediately leave the Town Hall and call the Fire Brigade: direct people to assemble at the Cross-Street Car Park (located at the back of the Town Hall).
- The location and use of fire equipment. (Include diagram of location when handing over keys.)
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.

(b) In advance of allowing any persons on to the premises the Hirer shall check the following items:

- That all fire exits are unlocked and panic bolts in good working order.
- That all escape routes are free of obstruction and can be safely used.
- That any fire doors are not wedged open.
- That exit signs are illuminated.
- That there are no obvious fire hazards on the premises.

- **Means of escape**

All means of exit from the premises must be kept free from obstruction at all times. The emergency exit signs must be turned on during the whole of the time the premises are occupied.

- **Stewards/Fire Marshalls at an event (See Appendix II)**

The Hirer must appoint the required number of fire marshalls and/or stewards in accordance with the following:

In addition to the Hirer and for the duration of the hiring, there must be a minimum of two fire marshalls/stewards available for the first 50 people on the premises, plus an additional one steward for every 50 people thereafter. If most of the audience/visitors is under sixteen or if there are many disabled people present, the number of stewards shall be a minimum of two for every 50 people present.

A steward must be 18 years or over. The role of the fire marshal/steward is to assist people entering and leaving the premises. All persons on duty should be readily identifiable to members of the public in the event of an emergency and shall have been instructed as to their essential responsibilities in the event of fire or other emergencies, including the attention to disabled people, the location and use of the firefighting equipment available, how to call the fire brigade and the evacuation procedure.

NB The Hirer will be required to sign a statement to confirm that they have read and understood this condition relating to the appointment of fire marshalls/stewards and that they have read and understood the evacuation procedures for people with disabilities and wheelchair users.

- **Electrical appliance safety**

The Hirer shall ensure that any electrical appliances they bring onto the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Any such appliances must have a current Portable Appliance Test certificate which they must show to the Town Clerk before the event. Where a residual circuit breaker is provided the Hirer must make use of it in the interests of public safety. Hirers must not overload individual sockets within the hall.

- **Health, hygiene and safety**

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator thermometer.

- **Deep fat fryers/indoor BBQs**

For the avoidance of doubt the Council does not permit the use of deep fat fryers nor the use of indoor BBQs.

- **No Smoking Policy**

Smoking is prohibited on these premises. The Hirer will be responsible for ensuring that this policy is observed. Any person who breaches this provision must be asked by the Hirer to leave the premises.

- **Heating**

No other type of heating shall be used on the premises. Any problems relating to the heating of the hall and chamber should be dealt with by the Town Clerk in conjunction with the Caretaker.

3. Accidents and dangerous occurrences

- **Outbreaks of fire**

The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the Town Clerk and/or the caretaker. (See previous section 3).

- **Accidents and dangerous occurrences**

The Hirer must report all accidents involving injury to the public to the Town Clerk as soon as possible and complete the relevant section in the Town Hall accident book. Any failure of equipment belonging to the Town Council or brought in by the Hirer must also be reported to the Town Clerk as soon as possible.

The Town Clerk will be responsible for the reporting of any major injuries, diseases and dangerous occurrences in accordance with current RIDDOR regulations.

- **Explosives and flammable substances**

Highly flammable substances must not be brought into, or used in any part of the premises: no items of a combustible nature are to be placed near or on light fittings or heaters. Apparatus using naked flames must not be used (this includes candles).

4. Antisocial Behaviour and Conduct of business during event

- **Drunk and disorderly behaviour and supply and use of illegal drugs**

The Hirer shall ensure that no excessive consumption of alcohol takes place on, or in the curtilage of the premises. Alcohol shall not be served to any person suspected of being drunk nor to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way must be asked to leave the premises. No illegal drugs may be brought onto the premises.

- **Flyer posting**

The Hirer shall not carry out or permit flyer posting or any other form of unauthorised advertisements for any event taking place at the premises, and shall indemnify and keep indemnified the Town Council accordingly against all actions, claims and proceedings arising from any breach of this condition of hire. Banners advertising events will incur a small weekly charge. The size of the banner must conform to a strict set of measurements to ensure secure display. The Town Clerk will advise and oversee the arrangements for display of banners.

- **Noise**

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall, if using sound amplification equipment, have regard for the nearness of neighbours and comply with any other licensing condition for the premises.

- **Dangerous and unsuitable performances or activities**

Performances or activities involving danger to the public or of a sexually explicit nature shall not take place.

- **Film shows**

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licences for film screenings.

- **Animals**

The Hirer shall ensure that no animals (including birds) except guide dogs are brought onto the premises, other than for a special event agreed by the Town Clerk. **No animals whatsoever are to enter the kitchen at any time.**

- **Compliance with the Children Act 1989**

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons have access to the children. And where children over eight years and vulnerable adults are taking part in activities the Hirer shall ensure that only fit and proper persons shall have access to them. The Hirer shall provide the Town Clerk with a copy of their DBS checks and Child Protection Policy on request.

- **Sale of goods**

Persons, companies or organisations who hire the Town Hall or Council Chamber for the purpose of selling or otherwise disposing of goods or providing services of whatever nature must ensure that such goods or services conform to the provisions of all relevant legislation and agree to indemnify Eye Town Council against any claims made against them. The Council is not liable for the sale of goods and accepts no responsibility for any products or services sold or supplied by any hirer of the premises whatsoever.

5. Insurance and indemnity

Individuals hiring the Town Council hall and/or chamber for private parties, wedding receptions, music events, etc are covered for injury and damage caused by the premises under the Council's own insurance cover.

Hirers must have public and products liability insurance of at least £5,000,000 if they fall into any of the following categories:

- a) they are a commercial or business organisation, or
- b) they are an individual, club, organisation, society or group who hire the premises on a regular weekly or monthly basis, or
- c) they are an individual, club, organisation, society or group who hire the hall intending to make a profit or raise money, or
- d) they are part of a proper organisation/group

Individuals or groups who hire the premises on an occasional basis, for non-commercial activities that are regarded as being for the benefit of the local community and do not fall into one of the categories above may be covered by the Council public liability insurance and may not need separate cover.

If your organisation falls into any of the categories listed (a) – (d) you will be asked to provide a copy of your current PLI documents before your event takes place.

6. Cancellation

If the Hirer wishes to cancel the booking before the date of the event the Hirer will incur a cancellation charge as follows:

- If you cancel your booking more than one month prior to the booking event date, there will be no charge.
- If you cancel your booking between one week and one month prior to the booking date, there will be a cancellation fee of 50% of the hire cost.
- If you cancel less than one week before the event, you will be charged 100% of the hire cost.
- Eye Town Council can exercise discretion to waive any cancellation fee in exceptional circumstances.
- In the event that Eye Town Council has to cancel your event, any hire fees paid in advance will be refunded.

Eye Town Council reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election.
- the Council has grounds to believe that the licencing legislation or other legal or statutory requirements cannot be complied with and/or that unlawful or unsuitable activities may take place at the premises as a result of the hiring.
- the premises becoming unfit for the use intended by the Hirer.
- an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the Hirer shall be entitled to a refund of any monies already paid, but the Town Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.



Summary of Fire Action Notice

In the event of fire immediately leave the Town Hall building by the nearest exit. **Meet at the designated fire assembly point:**

- **Cross Street Car Park (located at the back of the Town Hall)**

Call 999 to report the fire at Eye Town Hall 1 Broad Street, Eye IP23 7AF.

Please also call the Caretaker, Steve Smith on 07840 806951.

DO NOT ATTEMPT TO TACKLE THE FIRE

DO NOT TAKE PERSONAL RISKS

Town Clerk

On behalf of Eye Town Council

I have read and understood the above.

Signed (Hirer).....

Print Name

Date:.....



EYE TOWN COUNCIL

Appendix II Booking Conditions Agreement

Hire Agreement between Eye Town Council and(Name of Hirer)

Date of Event.....

Stewards at an event

1. In addition to the Hirer, and for the duration of the hiring, be a minimum of two stewards available for the first 50 people on the premises, plus an additional one steward for every 50 people thereafter. If most of the audience/visitors are under sixteen or if there are many disabled people present, the number of stewards shall be a minimum of two for every 50 people present.
2. A steward must be 18 years or over. The role of the steward is to assist people entering and leaving the premises. All persons on duty should be readily identifiable to members of the public in the event of an emergency and shall have been instructed as to their essential responsibilities in the event of fire or other emergencies, including the attention to disabled people (see procedure in Annex A), the location and use of the firefighting equipment available, how to call the fire brigade and the evacuation procedure.
3. The Hirer must also sign a copy of the Fire Safety Notice which gives the evacuation assembly point.

I have read and understood the above condition of hire and confirm that I have been given instruction about fire or other emergencies as described in paragraph 2 above.

Signed (Hirer)..... Town Clerk.....

Date:.....



EYE TOWN COUNCIL

PROCEDURE FOR THE EVACUATION OF PEOPLE WITH DISABILITIES AND/OR IN WHEELCHAIRS

In an evacuation, ask, don't assume, when determining what assistance, a person might need. The individual disabled person best understands the nature of his or her disability/impairment. He/she may well be able to descend (or ascend) a stairway in order to evacuate the building.

- Where assistance is necessary, you should explain calmly what needs to be done and the person should be reassured regularly during the process of evacuation.
- Users of the Town Hall with a visual impairment may be guided on level surfaces by offering an arm. On stairways the guide should descend first and the person following can then place their hand on the guide's shoulder.
- If a user is a guide dog user, they should be asked if they can be assisted and how best to safely effect their evacuation.
- There is only one exit in the main hall which opens out onto level ground. If possible use this exit. However, the safest and nearest fire exit should be used.
- In the event that the exit onto level ground is not safe to use, and you have to use the exit at the front of the building, the wheelchair and user will need to be carried down the steps. This should be done with the assistance of enough people to ensure safe transit from the building. This should ideally be between 2 and 4 people depending on the size and weight of the chair. Negotiate the steps in unison and slowly. A single person should not attempt to remove a wheelchair user on their own. Move them to a safe (or relatively safe) place and wait for assistance if it is at all possible.
- **If it is safe to do so** guide dogs and other 'equipment'/aids' must be evacuated as well as the disabled person.

Above all else, act calmly, safely and as swiftly as is comfortable for everyone involved.

**(Appendix III) Eye Town Hall, Broad Street, Eye, Suffolk IP23 7AT
Hirer's Intent to Supply and Sell Alcohol Form**

The Hirer	Title Mr/Mrs./Other (please state)
Surname	
Forenames	
Your Date of Birth	
Your Current Address including postcode	
Other Contact Details Daytime telephone number Mobile telephone number Email (optional)	
Date, time and duration of event	
Please state the nature of the event where alcohol will be available for supply or sale for consumption	
Have you ever had a Temporary Event Notification refused by a Local Council or the by the Police?	Yes / No
Have you ever been refused the hire of any premises?	Yes / No

Any person having been refused a license to serve alcohol in the past will not be permitted to supply or allow any other party to do so, or sell, alcohol on the premises.

It is the responsibility of the person named above to ensure that the following conditions are adhered to in accordance with the Licensing Act 2003, which states that it is an offence to:

- sell, allow the sale of, or supply alcohol to children under 18 years of age
- knowingly allow the consumption of alcohol on the premises by a person aged under 18 years of age
- allow disorderly behaviour on the premises
- sell alcohol to a person who is drunk
- obtain alcohol for a person who is drunk
- knowingly allow a person aged under 18 years of age to make any sale or supply of alcohol
- knowingly keep or allow to be kept on the premises any smuggled goods which have been imported without payment of duty or which have otherwise been unlawfully imported

In addition, when alcohol is for sale or supply on the premises children under the age of 16 must be accompanied by an adult.

I have read the conditions detailed above and understand that if an offence is committed under the Licensing Act 2003 I may be prosecuted and may be liable to pay a fine if convicted.

Signature _____

Print Name _____

Date _____



EYE TOWN COUNCIL

Town Hall Hire Agreement

Thank you for choosing the Town Hall as a venue for your upcoming event. Please ensure that you complete the form as fully as possible so that we can process your application quickly. The Town Clerk will be happy to discuss any particular requirements that you have. We want to make sure that your experience is a positive one and would like to help in any way that we can. This agreement is made between you (The Hirer) and Eye Town Council.

Please ensure that you have read and understand all the conditions as set out in the Town Council's Booking Conditions document.

Date of booking:Time:.....

Type of event:No of people:

Please indicate the space you wish to hire :

Main Hall Council ChamberKitchen.....

Seating layouts and arrangements must comply with our safety requirements set out in our Booking Conditions document (Section 2 of the Booking Conditions). Please discuss your proposed layout with the Clerk to ensure safety compliance.

The Town Council is licensed to hold the following events: please indicate any that are relevant. The licensable hours for activities are Sunday – Thursday: 10:00 until 22:00 hours and Friday and Saturday: 10:00 until 23:30 hours and for Sale of alcohol Sunday – Thursday: 12:00 until 22:00 hours and Friday and Saturday: 12:00 until 23:30 hours

Sale of alcohol	
Showing a film	
Indoor sporting event	
Boxing or wrestling entertainment	
Live music	
Recorded music	
Dance (performance)	
Facilities for making music	
Dancing facilities eg disco/ball	
Late night refreshment	
Wedding Ceremonies	

In the event that you require a particular licence for your event, you will need to complete and sign the licence application form before you have access to the premises. Please ask for advice from the Town Clerk if necessary. If you are unsure whether you need a licence for your particular event (such as a racenight, holding a raffle or tombola), please contact Mid Suffolk District Council's Licencing Officer. You may require Third Party Public Liability Insurance for the events listed above, please discuss this with the Town Clerk.

Equipment/Facilities available:

Use of Kitchen and Equipment	Please indicate numbers required
PLEASE NOTE: children are not allowed to be in the kitchen at ANY time	
Urns and or kettles	
Crockery (cups/plates/saucers/ bowls)	
Cutlery	
Glasses (wine and or water)	

There is a sound system available – please discuss with the Town Clerk.

Before, During and After the Event

1. Safety Responsibilities

Please ensure you have read any specific conditions governing your event and that you comply with all aspects of safety. Where appropriate, you must have the necessary insurance cover and/ or indemnification required (See Section 6 of the Booking Conditions).

- **All safety regulations must be observed – including the appointment of stewards/fire marshalls in accordance with the Town Council’s Booking Conditions (Section 2). If any of your guests have a disability or is a wheelchair user, please discuss their potential needs in the event of evacuation from the building.**
- **Please do not alter the heating settings for the building and do not use any other form of heating unless it has been agreed with the Town Clerk or Caretaker.**
- **Please respect our residents – antisocial behaviour and excessive noise especially late evening can be quite distressing for local people. Please ensure that all external doors and windows remain closed when amplified music is playing.**
- **You are responsible for ensuring that no under-age drinking takes place and ID is required to verify age for purchase and consumption of alcohol.**

2. Cancellations:

- If you cancel your booking more than 6 months prior to the booking event date there will be no charge.
- If you cancel between 3-6 months prior to booking event date there will be a cancellation fee of 50% of the hire cost.
- If you cancel less than 3 months before the event, you will be charged 100% of the hire cost.
- Eye Town Council can exercise discretion to waive any cancellation fee in exceptional circumstances.
- In the event that Eye Town Council has to cancel your event, any hire fees paid in advance will be refunded.

I/we have read the Town Hall’s Booking Conditions and agree to the terms set out in this agreement and all associated documents.

Signed

Please print name :.....Company:.....

Address.....

Date:.....

Signed on behalf of the Town Council..... Town Clerk

Please return signed form to the Town Clerk, c/o Eye Volunteer Centre, 20 Broad St, Eye IP23 7AF



EYE TOWN COUNCIL

C/o Eye Volunteer Bureau 20 Broad Street, Eye, Suffolk, IP23 7AF
Tel: 07713 196251 Email: townclerk@eyesuffolk.org

Hirers Privacy Notice

When you hire the Eye Town Hall 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 correspondence, provide information, send invoices and receipts relating to your hire agreement.

Your personal information will not be shared with any third party without your prior consent.

The Councils Right to Process Information

GDPR Article 6 (1) (a) (b) and (c) (Data Protection Act 2018)

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

Eye Town Council cares 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 relevant 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.

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: townclerk@eyesuffolk.org

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: Townclerk@eyesuffolk.org

Information Deletion

If you wish Eye Town Council to delete the information about you, please contact: townclerk@eyesuffolk.org

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 Townclerk@eyesuffolk.org

Rights Related to Automated Decision Making and Profiling

Eye Town Council does not use automated decision making or profiling of personal data.

To Sum Up

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 Eye Town Council Data Information Officer: townclerk@eyesuffolk.org and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

Consent: Town Hall Hirer

I agree that I have read and understand Eye Town Councils Privacy Notice. I agree by signing the consent box below that the Council may process my personal information for providing information and corresponding with me.

I have the right to request modification on the information that you keep on record.

Signed:

Please Print Name:

Date: