



# MELKSHAM WITHOUT PARISH COUNCIL

## Hirers Privacy Notice

Melksham Without Parish Council  
First Floor  
Melksham Community Campus  
Market Place  
Melksham  
SN12 6ES

**Email Address:** [clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)

**Telephone number:** 01225 705700

When you hire the Pavilion or hold an event on the Playing Field, 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.

### **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 Councils 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**

Melksham Without 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 Melksham Without Parish Council at any time).

## 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: Mrs. Teresa Strange, Email: [clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk) , Tel: 01225 705700.

## 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: Mrs. Teresa Strange, Email: [clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk), Tel: 01225 705700 to request this.

## Information Deletion

If you wish Melksham Without Parish Council to delete the information about you please contact: Mrs. Teresa Strange, Email: [clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk), Tel: 01225 705700 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 Mrs. Teresa Strange to object.

## Rights Related to Automated Decision Making and Profiling

Melksham Without 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 Melksham Without Parish Council Data Information Officer Mrs. Teresa Strange, Email: [clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk), Tel: 01225 705700 and the Information Commissioners Office [icocasework@ico.org.uk](mailto:icocasework@ico.org.uk) Tel: 0303 123 1113

**Summary:** In accordance with the law, Melksham Without Parish Council only collect a limited amount of information about you that is necessary for correspondence, information and service provision. Melksham Without Parish Council do not use profiling, we do not sell or pass your data to third parties. Melksham Without Parish Council do not use your data for purposes other than those specified. Melksham Without Parish Council make sure your data is stored securely Melksham Without Parish Council delete all information deemed to be no longer necessary. Melksham Without Parish Council constantly review our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

**Recommended at IT Working Party held on 28<sup>th</sup> November 2025 and re-adopted by Full Council on 8<sup>th</sup> December 2025 (min/360/25b)**

Date	Meeting and minute	Changes made
	13 <sup>th</sup> September 2018	Adopted by parish council
Reviewed 28 <sup>th</sup> November 2025 and adopted 8 <sup>th</sup> December 2025	Reviewed at IT Working Party and re-adopted by Full Council	No Changes made

	on 8 <sup>th</sup> December 2025. (min/360/25b)	