



SPEEN PARISH COUNCIL PRIVACY NOTICE – HALL/RECREATION GROUND HIRE

Speen Parish Council is the Data Controller under the Data Protection Act 2018 and will use the information you provide on this form to facilitate bookings and invoicing.

The legal basis for processing this data is the necessity for processing a contract. We will keep your data for seven years following the completion of your booking.

We will not normally share your information with organisations without your consent. However, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need-to-know basis, with appropriate individuals. Only the minimum information for the intended purpose will be shared.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website.

If you require any further information regarding this privacy notice, please contact The Clerk on the following details:

Speen Parish Council
PO Box 6221, Newbury, RG14 9JS
07584 435656
Clerk@speenparishcouncil.gov.uk

This Privacy Notice was authorised by the council as follows:

Adopted by the council on:	13 th May 2026
Last review:	N/A
Next review:	13 th May 2027