

General Data Protection Regulations - The Peter Edwards Hall

We collect your data only in order to complete your hire of The Peter Edwards Hall and its facilities, known as the 'booking information'. It is shared only with committee members and the Administrator, five persons in total. It is not shared with any outside, other or third party, and it never will be.

The booking information is held on password encrypted desktop computers or portable devices (laptops) and the document is password encrypted. All committee members are trained in how to maintain the information and how to keep it safe.

We only hold your data from the time you make the booking and submit your hire form to 3 months after the date of your hire; we only retain your name and the reason for your hire of the facilities in a password encrypted document to satisfy criteria set by our insurance company. The booking form is deleted from all electronic devices and the paper version of the hire form is shredded.

You have the right to view any data held by us by contacting the Administrator in writing. You also have the right, after your hire date, to request that your data is immediately deleted.

Administrator: clerk@slipendparishcouncil.gov.uk

May 2025