



**City of Ely Council**  
**Sessions House, Lynn Road, Ely, Cambs. CB7 4EG**  
**Email Address: [info@cityofelycouncil.org.uk](mailto:info@cityofelycouncil.org.uk)**  
**Telephone number: 01353 661016**

### **Hirers Privacy Notice**

When you hire a Council venue or a stall at an event organised by the 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 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**

The City of Ely 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 the City of Ely 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 the Clerk.

### **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 us by email or telephone to request this.

### **Information Deletion**

If you wish for the City of Ely Council to delete the information about you please contact the Clerk 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 by contacting the Clerk.

### **Rights Related to Automated Decision Making and Profiling**

The City of Ely 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 The Clerk: Mrs Tracey Coulson, Clerk to the Council – [info@cityofelycouncil.org.uk](mailto:info@cityofelycouncil.org.uk) and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk)  
Tel: 0303 123 1113

**Summary:** In accordance with the law, The City of Ely Council only collects a limited amount of information about you that is necessary for correspondence, information and service provision. The City of Ely Council does not use profiling and does not sell or pass your data to third parties. The City of Ely Council does not use your data for purposes other than those specified. The City of Ely Council makes sure your data is stored securely. The City of Ely Council deletes all information deemed to be no longer necessary. The City of Ely Council constantly reviews its Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

This will be reviewed on an annual basis.

Reviewed and approved 22nd May 2023

Signed .....

Cllr C Phillips – Chairman of the Council