

# PRIVACY NOTICE

## BANBURY TOWN COUNCIL – EVENTS



Here at Banbury Town Council (the Data Controller) we take privacy seriously and will only use your personal information for purposes relating to our civic invitations/events and town events.

### **Information collected, processed and held**

We will hold the following information for you:

Name (Consent)  
Organisation/Company Name (Consent)  
Address (Consent)  
Telephone Number (Consent)  
Email address (Consent)

The information will be held in both hard copy and electronically, and stored in the UK in a secure environment

### **Purpose**

We would like to retain this data to provide you with information for civic invitations/events and town events organised by Banbury Town Council which you may wish to attend and trade/promote.

### **Legal Basis**

The legal basis for collecting the information is based on consent.

You have the right to withdraw consent for holding your personal data at any time. In order to do so you should contact the Town Council by post or email.

### **Sharing of information**

We will not share your information with any third party.

### **Retention of data**

Data will be retained for a period of three years or until a request from you is received to delete it.

### **Right of Individuals**

Under the Data Protection legislation you have a right to request access to information we hold on you. To make a request for your personal information contact the Town Council by post or email.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Contact**

If you would like to discuss any of the information in this privacy notice please contact the Events Manager by post or email at the address below.

Banbury Town Council  
The Town Hall  
Bridge Street  
Banbury OX16 5QB

Email: [ann.sewell@banbury.gov.uk](mailto:ann.sewell@banbury.gov.uk)

# BANBURY TOWN COUNCIL – EVENTS CONSENT FORM



**NAME:** \_\_\_\_\_

**COMPANY/ORGANISATION NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

## Your declaration:

I understand the following:

You will use the information I have provided to provide me information about civic invitations/events and town events organised by Banbury Town Council which I may wish to attend and trade/promote.

We would like to send you information about our events by post, telephone and email. If you agree to being contacted in this way, please tick the relevant boxes:

Post       Email       Phone

If you need further information, please contact:

Banbury Town Council

01295 250340

**SIGNATURE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_