Council Name: Brecon Town Council
Council Address: The Guildhall, Brecon, Powys LD3 7AL
Email Address: office@brecontowncouncil.org.uk
Telephone number: 01874 622884

Hirers Privacy Notice

When you hire the Guildhall or hold an event at the Bandstand, or hire a pitch at Brecon with Bells on or any other event run by Brecon Town 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
Brecon Town 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 many request the deletion of your data held by Brecon Town 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 Town 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 the Town Clerk to request this.

Information Deletion
If you wish Brecon Town Council to delete the information about you please contact the Town 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: Please contact the Town Clerk to object.

Rights Related to Automated Decision Making and Profiling
Brecon Town 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 Town Clerk and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

Summary: In accordance with the law, Brecon Town Council only collects a limited amount of information about you that is necessary for correspondence, information and service provision. Brecon Town Council does not use profiling, we do not sell or pass your data to third parties. Brecon Town Council does not use your data for purposes other than those specified. Brecon Town Council makes sure your data is stored securely. Brecon Town Council deletes all information deemed to be no longer necessary. Brecon Town Council 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).

Approved by Brecon Town Council 24th February 2025
Review Date: February 2027