

Privacy Notice for Communities Team for Events Held on AVDC Land

Identity and Contact Details

Aylesbury Vale District Council collects and processes personal information about you. We are registered as a Data Controller under the General Data Protection Regulation and our contact details are:

The Gateway, Gatehouse Road, Aylesbury, Buckinghamshire. HP19 8FF
The contact details for our Data Protection Officer is abarton@aylesburyvaledc.gov.uk

This Privacy Notice broadly explains what information we collect, the purpose for processing, categories of personal information and who we may share it with.

It applies to all personal information collected for or on behalf of the Council whether by letter, email, face-to-face, telephone, online or any other method. An explanation of how we use cookies on our website can be found further down this page.

To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the Council has provided or contact the department directly to ask about your personal circumstances.

Purpose for processing your information

We collect your information in order to review and process your application to hold an event on AVDC land to contact you regarding this application.

We collect the following information:

Name of organisation, contact name at organisation, contact phone number, contact email address, contact address, billing email, billing address, charity number if applicable.

This information is only used for the intended purpose but if we intend to use it for any other purpose; we will normally ask you first. In some cases, the Council may use your information for another purpose if it has a legal duty to do so, to provide a complete service to you, to prevent and detect fraud, or if there is a risk of serious harm or threat to life.

How we collect your information

AVDC collect information in a number of ways, for example, by letter, email, face-to-face, telephone, online forms.

For Events on AVDC Land we collect information via a SmartSheet form found on our website. Data may also be collected by emails sent to the team or phone calls received.

If your application is successful, some of your contact details will appear on the license granted to use our land.

We collect and process the following categories of personal information:

Categories of personal data

- Personal or organisation details
- Goods and services

- Financial details
- Licenses or permits held
- Business activities

We may also collect and process special categories of personal information that may include:

- Racial or ethnic origin
- Religious or philosophical beliefs
- Trade union membership
- Genetic data, biometric data for the purpose of uniquely identifying a person
- Data concerning health
- Data concerning a person's sex life or sexual orientation

This information is only used for the intended purpose but if we intend to use it for any other purpose; we will ask you first. In some cases, the Council may use your information for another purpose if it has a legal duty to do so, to provide a complete service to you, or if there is a risk of serious harm or threat to life.

Who the information is shared with

We will sometimes need to share information between Council departments and services as well as other organisations such as John O'Connor and SITA who help maintain our land. Large events have to go through the SAG (Safety Advisory Group) which would share details of the event with organisations such as the police and fire brigade.

We will only share information with these organisations where it is appropriate and legal to do so. We may also share information, for example, if there is a risk of serious harm or threat to life, for the prevention and detection of fraud or crime, assessment of any tax or duty or if we are required to do so by any court or law. Where this is necessary, we are required to comply with all aspects of the General Data Protection Regulation.

Details of who has access to your information

Only members of the AVDC Communities Team have direct access to the information you provide us regarding Events on AVDC Land. We store all applications received on SmartSheet who are based in Bellevue, Washington, USA – they do not use the data held, just store it on their servers.

How long do we keep your information?

We will keep your information for 3 years after the event. This is because attendees of the event can claim for accidents/injuries for 3 years after the date of the event.

We will only keep your information for as long as is required by law and to provide you with the necessary services.

We may also anonymise some personal data you provide to us to ensure that you cannot be identified and use this data to allow the Council to effectively target and plan the provision of services.

Your rights and access to your information

You have the right to request a copy of the information that we hold about you.

The general data protection regulation also gives you additional rights about the information we hold about you and how we use it, including the right to.

- to withdraw consent and the right to object and restrict further processing of your data; however, this may affect service delivery to you.
- to request to have your data deleted where there is no compelling reason for its continued processing and provided that there are no legitimate grounds for retaining it.
- to request your data to be rectified if it is inaccurate or incomplete
- to have your data transferred or copied should you move to another authority
- not to be subject to automated decision-making including profiling

Please email us on records@aylesburyvaledc.gov.uk to make your request.

If you have any concerns

Please email communities_team@aylesburyvaledc.gov.uk if you would like to know more about the information we hold about you and how we use it.

You have a right to complain to us if you think we have not have complied with our obligations for handling your personal information; please email your complaint to records@aylesburyvaledc.gov.uk

If you are not satisfied with the Council's response you have a right to complain to the Information Commissioner's Office.

[Report a concern by visiting the ICO website](#)

Personal information collected via online forms

Our policy is to respect and protect the privacy of anyone who visits our website. Where we ask you for personal information via an online form, this information will only be used for the purpose indicated and will be held in a secure manner. It will not be used for any other purpose without your permission and will not be kept for longer than necessary. If you are concerned about providing your personal information online please contact us and we will arrange alternative means for you to provide this information.

Use of IP addresses and cookies

Cookies enhance your experience using our website. Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work more efficiently, as well as to provide information to the owners of the site.

We use cookies to audit the use of our website and help us to customise the website for your visit. We do not store or transmit any personally identifiable data on these cookies. You can change your cookie setting at any time in the security settings in the browser you use to access the internet. Please note however, that rejecting all cookies may impact your enjoyment or use of this website.

We collect IP addresses* only for the purposes of system administration and to audit the use of our site. We do not link IP addresses to anything personally identifiable, which means that while your user session will be logged you will remain anonymous to us.

* An IP address is a unique string of numbers that identifies each computer

Changes in your circumstances

You must notify us immediately if there are any changes in your circumstances and personal details so we can maintain an accurate and up to date record of your information.

Changes to our Privacy Policy

Our Privacy Notice will be formally reviewed on an annual basis. As the Council creates new services, this may generate the need to amend the Privacy Notice.

Consent

Your information will be used to process your application and to contact you about it. Information is stored on a SmartSheet for 3 years after the event has taken place. If you have any questions about this please email communities_team@aylesburyvaledc.gov.uk

Please check this box to confirm you give consent for your information to be used this way.

Privacy Policy created on: 1 March 2018

Privacy Policy to be reviewed on: 1 March 2019