

Privacy Notice for Community Centres (Emergency Rest/Reception/Information Centres)

Aylesbury Vale District Council (AVDC) is the controller for the personal information we use about you. We are committed to protecting your privacy when you use our services.

The law requires us to give you a Privacy Notice which gives you details about how we use and protect your information.

Our contact details are:

The Gateway, Gatehouse Road, Aylesbury, Buckinghamshire, HP19 8FF. Telephone: 01296 585858

Our Data Protection Officer is Mr Andy Barton. He can be contacted on jbinning@aylesburyvaledc.gov.uk or telephone 01296 585495.

What information do we have about you:

- Your name.
- Landline telephone number.
- Mobile telephone number.

Why are we using your information?

We need your information so that we can contact you as a key holder in an emergency to gain access to the building. We are using your information because you have given us your permission to do so.

You can remove your name and details as a key holder at any time by emailing richards@aylesburyvaledc.gov.uk. If we do not have the key holders details we will not be able to make contact in an emergency to gain access to the building.

Your information is only used for the reasons above but if we need to use it for any other reason we will normally tell you. We will not share your information with anyone else or carry out any automated decision making.

Your rights

We will destroy your information once you are no longer a key holder or you have asked us to remove your details. For more details of those rights, and how we keep it safe, our main Privacy Notice is on our website <https://www.aylesburyvaledc.gov.uk/privacy-notice>

If you have any concerns and/or complaints you may write to Jackie Binning, Data Governance Officer, on email jbinning@aylesburyvaledc.gov.uk or telephone 01296 585495, or use the following link <https://www.aylesburyvaledc.gov.uk/section/comments-compliments-or-complaints>