

Data Protection Privacy Notice

Halton Community Centres

Who is the Data Controller for the information I provide?

Halton Borough Council is the Data Controller for the personal information you provide.

Why do we need your information?

Halton Community Centres collects and holds information about you which is needed to contact you about your bookings or visits and for marketing purposes.

What legal basis allows you to use my information?

Halton Borough Council is legally able to process your personal data:

- When you have freely and explicitly provided your consent 'Article 6 of the UK GDPR:- (a) Consent'.

Do I have to provide this information and what will happen if I don't?

If you do not provide booking information to us, we will not be able to provide you with a service.

You can withdraw consent by contacting the relevant Community Centre as detailed below:

Castlefields Community Centre 0151 511 7474

☎ 0151 511 7474 ✉ CastlefieldsCC@halton.gov.uk

Ditton Community Centre

☎ 0151 511 7474 ✉ DittonCC@halton.gov.uk

Grangeway Community Centre

☎ 0151 511 7474 ✉ GrangewayCC@halton.gov.uk

Murdishaw Community Centre

☎ 0151 511 7474 ✉ MurdishawCC@halton.gov.uk

Upton Community Centre

☎ 0151 511 7474 ✉ UptonCC@halton.gov.uk

Who is my information be shared with?

Halton Borough Council respect and maintain the confidentiality of your personal data. We store all personal information on secure servers.

Please be aware on occasions we may need to share this information with others.

For example with:

- Members of staff at Halton Borough Council and their associated partners in relation to delivering the Community Centre Service.
- Law enforcement agencies and other relevant third parties in connection with investigations to prevent and detect criminal activity.
- Government bodies in response to regulatory and statistical requests.

How long will you keep this information for and why?

Your information will be kept for a minimum of 7 years in line with Halton Borough Council corporate retention policy and schedule.

How will my information be stored?

All data is electronically stored and securely in paper format.

Will this information be used to take automated decisions about me?

No

Will my data be transferred abroad and why?

No

What rights do I have when it comes to my data?

Right to be informed, (through this privacy notice) of what data we collect and store and under what circumstances we disclose your personal information.

Right to rectification – You have the right to have personal data rectified if it is inaccurate or incomplete.

Right to erasure – You have the right to have personal data erased and to prevent processing however the right to erasure does not apply in some circumstances.

Right to restrict processing – You have the right to block or suppress processing of your data. However, this right does not apply in some circumstances.

Right of Access - under the General Data Protection Regulation 2018 you have the right to request a copy of your information and to know what it is being used for and how it has been shared. This is called the right of subject access.

To request a copy of your data or ask questions about how it is used complete our form at:

[Data Protection](#)

<https://www3.halton.gov.uk/Pages/councildemocracy/Data-Protection.aspx>

Completed forms should then be send it to;
Information Governance Service
Compliance & Data Management Division
Halton Borough Council
Municipal Building
Widnes
WA8 7QF

Or emailed to informationgovernanceservice@halton.gov.uk

Who can I complain to if I am unhappy about how my data is being used?

You can complain directly to the Council's Data Protection Officer:

Data Protection Officer
Information Governance Service
Halton Borough Council
Municipal Building
Widnes
WA8 7QF



0151 511 7002



Jonathon.Greenough@halton.gov.uk

You also have the right to complain to the Information Commissioner's Office using the following details:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF.



08456 30 60 60 or 01625 54 57 45.

Website: www.ico.org.uk