

## HIRERS RESPONSIBILITY

<b>1. Security</b>	The premises must be secured at all times when unattended.
<b>2. Period of Hire</b>	A council employee will meet the hirer at the premises at the commencement and termination of the hiring period. The building must be left to the same standard as at the commencement of the hire.
<b>3. Lift/Goods Loading</b>	Loading and unloading of goods should be made from the rear exit of the Town Hall. Vehicles should be moved on completion. No vehicles to unload from front of building. The lift is a passenger lift and must not be used for transporting goods.
<b>4. Damage</b>	Any damage caused during the hire must be reported to the Council within 24 hours.
<b>5. Smoke and Intruder Alarms</b>	The use of any equipment or actions which are likely to activate the alarm system is strictly prohibited.
<b>6. No Smoking</b>	Smoking within the building is strictly prohibited.
<b>7. Lighting and Heating</b>	Must be switched off at the end of the hire. The heater switches are located in the kitchen.
<b>8. Cleanliness of the Premises</b>	The premises must be left in a clean condition to the satisfaction of the Council and all rubbish removed at the end of the hire.
<b>9. Accidents</b>	A First Aid box is available in the first floor kitchen. Any accident must be recorded in the accident book located in the kitchen.
<b>10. Toilets</b>	Located down the stairs at the rear of the building. A disabled toilet is available on the ground floor at the front of the building.
<b>11. Fire Safety</b>	Emergency Fire Procedure and Fire Safety Plan are displayed beside the emergency exits. Emergency escape routes and exits must be unlocked and unobstructed. Portable firefighting equipment must not be obstructed. Safety assistants appointed as fire marshals and instructed in emergency evacuation roles and responsibilities. To evacuate those with disabilities to safety.
<b>12. CoVID Safe</b>	To adhere to the Special Conditions of Hire during Covid-19

**Name of Hirer/Temporary Responsible Person:**

**For caretaker please contact Mikael Holopainen on 07852 107959**

Thame Town Council regards your privacy as important and any personal information you give to use will be used in accordance with the law. Please read our privacy notice attached or at [www.thametowncouncil.gov.uk/privacy](http://www.thametowncouncil.gov.uk/privacy)

**By signing the Form, you are agreeing that Thame Town Council can hold and process your personal data, as provided on and with this Form.**

**Signature of Hirer/Temporary Responsible Person:**

**Signature of Council Official:**

**Date:**

## Privacy Notice

**When you contact us:** The information you provide (e.g. 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 not be shared or not be provided to any third party except where absolutely necessary and in conformance with the law.

### The Council's Right to Process Information:

General Data Protection Regulations Article 6 (1) (a) (b) and (e):

- (a) Processing is with consent of the data subject or
- (b) Processing is necessary for compliance with a legal obligation or
- (e) Processing is necessary for the performance of a task carried out in the public interest (e.g. to progress a complaint) or in the exercise of official authority vested in the controller

**Information Security:** Thame 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 normal building security, IT Security and password protection. We will only keep your data for the purpose it was collected for and only for as long as is necessary.

### Children:

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

### Data Protection Officer:

You have the right to contact our Data Protection Officer:

- to request access to the information we hold on you.
- to request the correction of the information we hold on you.
- to request the deletion of the information we hold on you.
- to object to the way that the information we hold on you has been used / processed.

### Rights Related to Automated Decision Making and Profiling:

Thame Town Council does not use any form of automated decision making or the profiling of individual personal data.

**Conclusion:** In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policy to keep it up to date in protecting your data.

**Contact:** You can contact our Data Protection Officer by any of the means at the head of this notice.

**Complaints:** If you have a complaint regarding the way your personal data has been processed you should make the initial complaint to Thame Town Council's Data Protection Officer.

If you are dissatisfied with the handling of your request or complaint, you have a right to appeal to the Information Commissioner. There is no charge for making an appeal. Contact details are: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone: 0303 123 1113 or email: [casework@ico.org.uk](mailto:casework@ico.org.uk)