



# Featherstone Town Council

*Regenerating Supporting & Caring for our Community by Wisdom and Courage.*  
Old Town Hall, Wakefield Road, Featherstone, WF7 5WW. Contact Tel: 01977 722654.  
Email: [towncouncil@featherstone-tc.gov.uk](mailto:towncouncil@featherstone-tc.gov.uk) [www.featherstone-tc.gov.uk](http://www.featherstone-tc.gov.uk)

## **CHRISTMAS LIGHTS SWITCH ON**

**Wednesday 28th November 2018**

### **Tables for Charitable Organisations only**

1. To book a table(s) at the above event please complete the form and return it to the Town Council.
2. Access for table holders will be from 3.30pm when tables may be set up.
3. A Christmas theme from table holders would be much appreciated.
4. **For 2018 tombola stalls will be limited to 6 stalls and will be allocated on a first come first served basis.**
5. Please attach a copy of your Public Liability Insurance or email to the address above.
6. The Town Council reserves the right to refuse any application from organisations in respect of products and services which they consider inappropriate for the event.

**NOTE:** the Sale or Prizes of Alcohol is not allowed. The sale of refreshments, i.e. Teas/Coffees and soft drinks will be served by the Mayor's Fundraising for the Featherstone Food Bank in the Community Centre.

**Tables for the raising of funds for charitable purposes are only available to organisations in the Featherstone District which have no commercial income.**

**At the end of the event we hope you have done well and enjoyed the evening but please remember to take your litter home this is very much appreciated by the Council it saves time and money and keeps the area clean.**

Name of Group/Organisation	
Address	
Telephone	
Contact Name	
Name of product/activity	
Number of Tables required (Maximum of 2 per community group and subject to availability)	
Please read our Privacy Notice attached, tick, sign & date	<input type="checkbox"/> I agree that I have read and understood Featherstone Town Councils Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me. I have the right to request modification on the information that you keep on record. I have the right to withdraw my consent and request that I am removed from your database.  Signed: _____ Date: ___/___/___

Preferred place: LIBRARY/CHURCH HALL – delete as appropriate (Please note there is limited availability in the Library and tables will be allocated on a first come first served basis)

**Office Use only:**

Insurance Certificate received:

Application agreed:

Table number allocated:



# Featherstone Town Council

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## **Privacy Notice**

When you apply to hold a stall at the Town Council Christmas Lights Switch On. 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 the event.

Your personal information will not be shared with any third party without your prior consent.

### **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 contract with the data subject or to take steps to enter into a contract

### **Information Security**

Featherstone Town Council cares 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 relevant policies.

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.

### **Your Rights**

#### **Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting the Town Clerk: [towncouncil@featherstone-tc.gov.uk](mailto:towncouncil@featherstone-tc.gov.uk)

#### **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: [towncouncil@featherstone-tc.gov.uk](mailto:towncouncil@featherstone-tc.gov.uk)

#### **Information Deletion**

If you wish Featherstone Town Council to delete the information about you, please contact: [towncouncil@featherstone-tc.gov.uk](mailto:towncouncil@featherstone-tc.gov.uk)



## **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 [towncouncil@featherstone-tc.gov.uk](mailto:towncouncil@featherstone-tc.gov.uk)

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

Featherstone Town Council does not use automated decision making or profiling of personal data.

## **To Sum Up**

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 Policies to keep it up to date in protecting your data.

## **Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to: [towncouncil@featherstone-tc.gov](mailto:towncouncil@featherstone-tc.gov) and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113