CALLINGTON TOWN COUNCIL

Use of Council Equipment

By Staff and Community Groups/Clubs

Agreement

NAME OF USER:

ADDRESS:

PHONE NUMBER:

Staff/Community Group/Club*(delete where applicable)

By completing this form, you are agreeing that any damages or breaks to equipment whilst in your possession will be paid for by yourself and in the event that damage or breaks cannot be repaired, you agree to replace the equipment at your own cost. Additionally, you understand and accept that all equipment is used at your own risk. We do not accept any liability for injuries or accidents that may occur while using the equipment listed.

Date of collection:

Date of return:

Equipment	Description of Use	Qty	Unit Price (if chargeable)	Total
Gazebo				
Table(s)				
Chair(s)				
Carpet Cleaner				
Other				

Authorised by:

Signed: Dated:

PRIVACY NOTICE

Callington Town Council, Town Hall, New Road, Callington, Cornwall, PL17 7BD
☏ 01579 384039 VAT Registration No. 802 9724 31

Invoice E-Mail: clerk@callington-tc.gov.uk Web Site www.callington-tc.gov.uk

Callington Town Council is the Data Controller under the new data protection law and will use the information you provide to process your application for the above interment.

The legal basis for processing this data is to enable the Council to process this contract. Our contact details for any queries is Callington Town Council, The Town Hall, New Road, Callington PL17 7BD.

In addition to enabling the Callington Town Council to maintain the burial records, we will retain your data to contact you if required on matters relating to the management and safety of the Cemetery. If you consent to us contacting you, please tick the boxes below.

We will not normally share your information with organisations other than our partner organisations without your consent. However, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

Legally required data will be retained indefinitely for legal and archive purposes and, if ownership of the grave space is transferred to another person, for a period of six years for contract purposes.

Data held by consent will be retained indefinitely for legal, management and contract purposes or until a request is received to delete it.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office https://ico.org.uk/

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at https://callington-tc.gov.uk/

Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can change your consent at any time.

KEEPING IN TOUCH

☐ Yes please, I would like to receive communications by email.

☐ Yes please, I would like to receive communications by telephone.

☐ Yes please, I would like to receive communications by mobile phone including text message.

☐ Yes please, I would like to receive communications by post.