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# Application Form for Events and Casual Bookings for Land Owned and Managed by HDC

## Event Details

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| --- |
| Name of Event:  |
| Location of event (town and site): Hinchingbrooke Country Park  |
| Website for event:  |

|  |  |  |
| --- | --- | --- |
| **Dates and Times** | **Date** | **Time (24 hour clock)** |
| Arrival on site |   |   |
| Event starts |   |   |
| Event finishes |   |   |
| Depart Site |   |   |

|  |
| --- |
| Please provide a general overview of the event and activities, e.g. fun run, fete, market, fun day:  |

**Main Contact** – we will contact this person for any queries we have about this event.

|  |
| --- |
| Name of Organisation:  |
| Name of Applicant:  |
| Address: Post Code:  |
| Tel No (Daytime): Tel No (Mobile):  |
| Email Address:  |

If there is more than one organiser please add their contact details below.

Please state the maximum number of people you expect at any one time

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Public visitors | Participants | Staff | Volunteers | Other | **Total** |
|   |   |   |   |   |   |

Please state the maximum number of people you expect in total on the day

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Public visitors | Participants | Staff | Volunteers | Other | **Total** |
|   |   |   |   |   |   |

Target audience (who? local? national?) and age range:

## GDPR Policy

We require your personal data to process your booking request

This is necessary for a contract or to take steps at your request prior to entering into a contract. We cannot process your request unless you provide this personal information. If you do not or if you refuse to allow us to share information we will not be able to carry out the service for you and cannot be held responsible for any consequences to you of it not being carried out. We may automate decisions and will inform you if we have done this as soon as reasonably practicable and provide you with access to our Data Protection Policy.

You hold the following rights with regard to the personal data you provide us:

Right to Access – You have the right to access (receive a copy) of your personal data and supplementary information.

Right to Rectification – You have the right to have any inaccurate or incomplete personal data rectified.

Right to Erasure – You have the right to request the erasure of your personal data so long as it's processing is no longer necessary for the purposes for which it was obtained or unlawfully obtained (non-exhaustive) or the information is required for a legal obligation or if it is needed to defend a legal claim.

Right to Data Portability - You have the right to request your personal data which you have provided to us to be supplied in a ‘structured, commonly used and machine readable format (e.g. CSV). You may request that this information is supplied directly to another data controller on your behalf.

We only keep your information as long as necessary, for some items this will be dictated by law. You can find out more by looking at the Councils Retention Policy on the web site.

We do not routinely process any information about you outside the UK. We will not transfer your personal data outside of the EU.

Huntingdonshire District Council is a registered Data Controller with the Information Commissioners Office.

You can find out more about how we handle your data by visiting the Councils Privacy Notice page on the web site. If you have a query regarding your rights please contact the Data Protection Officer who can be contacted by emailing infogov@3csharedservices.org or you can write to the Council and mark your letter for the attention of the Data Protection Officer.

You have the right to lodge a complaint with the Information Commissioners Office (ICO) should you believe any part of this statement to be unlawful.