



Brought to you by
RADSTOCK
TOWN COUNCIL

KEYHOLDER DECLARATION

Name of Group / User:	
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Reason for holding the key (role, group etc.):	
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Name of key holder:			
Address:		Phone No.:	
		Mobile No.:	
Post Code:		Email:	

Before the keys can be issued you are asked to sign the declaration below and acknowledge the conditions of issue.

This is to help carry out the policy of the Town Council to safeguard children, young people and adults who are vulnerable. Radstock Town Council is not obliged to give anyone access to the premises unless access to the premises is required as part of their role or for regular hire of the premises.

Building Entry

You should not enter the building without prior agreement in accordance with your lease hire agreement.

I have never been convicted or cautioned for any offence concerning children, young people or vulnerable adults.

Signed:

Date:

These keys are issued to you under the following conditions.

1. You shall not have any copies made from the keys/pass.
2. These keys/pass should not be lent to anyone else.
3. On completion of your term of office these keys shall be returned to Radstock Town Council and not handed over to another person.
4. Where entry code numbers are given instead of a key/pass this information will not be given to anyone else.

I accept the above conditions of issue.

Signed:

Date:

Keys Issued:

Side door entrance comprising of: Two door keys, one door fob.

**A COPY OF THIS AGREEMENT SHOULD BE RETAINED BY THE KEYHOLDER AND RADSTOCK TOWN COUNCIL WHERE IT WILL BE RETAINED IN A SECURE AND CONFIDENTIAL MANNER.
NB. All information will be held in accordance with current data protection legislation.**



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Keyholder Privacy Notice

1. Why have I been given a privacy notice?

You have been given this privacy notice because you have offered to act as a keyholder for **Trinity Hub**. Radstock Town Council is committed to the protection of your rights under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. This notice will inform you of your rights and provide information about how we hold and use your personal data.

2. What is personal data?

This is information, which indirectly or directly allows you to be identified via circumstances or specific details. It may include data such as names, addresses and dates of birth.

How do we process your data?

In compliance with the GDPR, Radstock Town Council makes the following commitments about the processing of your data:

- Information will not be processed beyond what is necessary for the keyholder activities.
- Data about you will be kept up-to-date and records amended to address factual inaccuracies as soon as possible.
- We will store information securely, with the use of sufficient measures to protect your data from unauthorised access, loss or misuse.
- We will destroy data that is no longer required in a safe and appropriate manner.

We will use your personal data for the following purposes:

(Amend or add additional processing activities to fit individual circumstances)

- to maintain an electronic record of those who are willing to act as a keyholder for **Trinity Hub**, held by **Radstock Town Council**.
- to provide contact details of keyholders to parties who may need access to the building including emergency services/maintenance contractors and users of the facilities.
- to display keyholder details in the following locations: **Entrance Board at Trinity Hub**.
- to inform you of information and updates that may be relevant to your role as keyholder.

3. What is the lawful basis for processing your personal data?

- Processing is necessary for the legitimate interests of Radstock Town Council to enable you to undertake the role of keyholder within the Trinity Hub in accordance with safeguarding policy and practice.
- Processing is carried out by Radstock Town Council please refer to our privacy notice which can be found on the Radstock Town Council website. There will be no disclosure to a third party without consent.

4. Sharing your personal data

Your data will be held in line with Radstock Town Council's Privacy Policy which can be found on our website at www.radstock-tc.gov.uk/images/privacy_notice_website.pdf

5. How long do we keep your personal data?

Records of keyholder contact details will be retained for the period of their agreement.

6. Your rights and your personal data

You have the following rights with respect to your personal data in relation to data held about you relating to safeguarding:

- the right to request a copy of your personal data which is held about you by Radstock Town Council.
- the right to request that Radstock Town Council corrects any personal data if it is found to be inaccurate or out of date
- the right to request that the data controller provides you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable).
- the right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- the right to object to the processing of personal data
- the right to lodge a complaint with the Information Commissioner's Office.

7. Relevant Contacts

The Data Controller for Trinity Hub is Radstock Town Council who cover routine data processing activities.

For data processing relating to safeguarding, complaints and discipline the Data Controller is Town Clerk - Radstock Town Council. If you wish to make a subject access request concerning data held about you relating to safeguarding, complaints and discipline, it should be sent to the Town Clerk at Radstock Town Council – council@radstock-tc.gov.uk.