

**CHARITY STALL APPLICATION – ST ALBANS MARKET
(SATURDAYS & WEDNESDAYS) OR HARPENDEN FARMERS MARKET**

1.	Name of applicant:	
2.	Full postal address:	
3.	Telephone number:	
4.	E-mail Address:	
5.	Name of Charity or Fund which is to benefit:	
6.	Full postal address of Head Office of the Charity or Fund:	
7.	Objectives of the Charity or Fund:	
8.	Date upon which it is desired to use the stall: <i>NB: We cannot guarantee that it will be possible to allocate this date</i>	
9.	Please state whether it is intended to sell items & if so, what type: <i>NB: No perishable goods may be sold</i>	
10.	Will you be bringing animals? : <i>The presence of animals on the market is discouraged.</i>	YES / NO <i>If yes, an alternative stall away from food traders will be allocated.</i>
11.	If any deduction is to be made, e.g. for expenses, state for what purpose and give an estimate of the sum that will be deducted:	

PLEASE NOTE: The St Albans Market charity stall must be occupied by 8.30am and a nominal charge of £10.00 is payable to the Market Manager on the day.

Please return completed form to: Mrs S I Lovell, Finance and Legal Services, Council Offices, St Peters Street, St Albans, Herts, AL1 3JE.

Privacy Notice

This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services.

We will use your information for the purposes we have set out; keep it securely; destroy it when we no longer need it; tell you the rights applicable to this personal information and how to exercise them; tell you who to complain to.

Please read the privacy notice at the end of the form for more details.

Consent for us to contact you about the Annual Invitation to Apply for Charitable Collections

If you wish to be included in the Council's Annual Invitation to Apply for Charitable Collection Permits, which goes out every September and enables you to make an early application for a collection date or dates of your choice in the following year, please give your consent to us using your personal data for that purpose:

I agree to you using my personal data to contact me about the Annual Invitation

You have a right to withdraw your consent at any time by emailing susan.lovell@stalbans.gov.uk or calling the Council on 01727-819254.

I/We declare that, to the best of my/our knowledge and belief, the foregoing information is correct.

Signed:.....Date.....

- Please return this application form to Mrs Susan Lovell, Legal, Democratic & Regulatory Services, St Albans City and District Council, District Council Offices, St Peter's Street, St Albans, Hertfordshire AL1 3JE.
- For more information please call Mrs. Susan Lovell on 01727-819254 or e-mail charitablecollections@stalbans.gov.uk

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What information do we collect about you?

The information that the Council will collect varies depending on how you use the Council's Services. We are using the information provided in this case because we have a legal obligation (Art. 6(1)(c)). This means we collect your personal information from you so that we can carry out a function we are required by law to carry out. In this case we are collecting personal information so that we can contact you for the purposes of issuing you with a Charitable Collection Permit, for either a Street Collection, a House-to-House Collection or a Charity Stall booking.

How will we use the information about you?

We use the information to process your application for a Charitable Collection Licence/Permit. We may share the information with other departments at the Council to enable us to deal with your application. We will only share the information to enable us to deal with this matter.

We may occasionally share your name, email and contact telephone number with other applicants for charitable collection permits where it is necessary in order to avoid clashes.

We will not share the personal information we hold with any external organisations except for the above mentioned purpose. We may be required to share your personal information with the Police, or similar agency, or another Council for the purposes of preventing and detecting fraud. We will ensure that all personal information is kept securely.

How long will we keep this information?

We will destroy this personal information in accordance with our Disposal Schedules. To determine how long we should keep information, we consider what the legislation states and what is good practice. This means we will securely destroy the information once we no longer need it. If you would like to know the specific period of time that relates to your personal information please contact GDPR@stalbans.gov.uk

Individuals' Rights

You have a right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your information, please contact foi@stalbans.gov.uk and ask for a subject access request.

If you consider we hold inaccurate personal information about you, you can contact us to ask for this information to be corrected. We will consider your request and respond within one month. Please contact GDPR@stalbans.gov.uk.

You can find out more about your rights on our website:

<http://www.stalbans.gov.uk/council-and-democracy/departmentsPoliciesPlans/data-protection/>

Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to make your use of the internet better. For further information on how we use these and how you can control it, please visit

<http://www.stalbans.gov.uk/about-this-site/legal-notice/cookies.aspx>

Changes to our Data Protection Policy

We have a Data Protection Policy in place and this can be found here: http://www.stalbans.gov.uk/Images/GDPR%20Personal%20Data%20Policy20Version%201%20-%202.3.18_tcm15-63804.pdf We review this policy annually.

Data Protection Officer

Our Data Protection Officer for the purposes of Articles 37 to 39 of the General Data Protection Regulation is Charles Turner, Solicitor to the Council. He can be contacted by emailing GDPR@stalbans.gov.uk or calling 01727 819209 for our Complaints Team.

How to contact us

Please contact us if you have any questions about our Data Protection Policy, or concerns about how we handle your information: by emailing foi@stalbans.gov.uk or write to us at: FOI Team, St Albans City & District Council, St Peter's Street, St Albans, AL1 3JE.

Complaints

You have a right to complain to the Information Commissioner if you are unhappy with how we process your personal information. You can do so through their website: <https://ico.org.uk/concerns/> or by emailing: casework@ico.org.uk or calling their helpline on 0303 123 1113.