A logo with a building and trees

Description automatically generated

**Reduced Rate Bookings - Application Form**

**(for Thornbury Town Council Public Tennis Courts)**

Please complete and return this application form to qualify for the facility to book the public tennis courts at the Mundy Playing Fields at the **reduced rate of £3 per hour per court** (the usual rate is £5 per hour per court).

|  |  |  |  |
| --- | --- | --- | --- |
| *Name:* |  | | |
| *Full Postal Address:* |  | | |
| *Tel No:* |  | *DOB:* |  |
| *Email Address:* |  | | |

|  |  |
| --- | --- |
| *I confirm that I am in receipt of one or more of the recognised benefits below*  *(one or more is required to qualify – evidence will need to be produced for just one of the benefits)* | *Tick to confirm that you are in receipt* |
| Jobseekers Allowance |  |
| Income Support |  |
| Council Tax Support |  |
| Housing Benefit |  |
| Employment and Support Allowance |  |
| Child Tax Credit |  |
| Working Tax Credit |  |
| Carer’s Allowance |  |
| Pension Credit |  |
| Universal Credit (when not working, tax only) |  |

You will be asked to provide original and recent proof of receipt of one of these benefits (dated less than three months from the date of this application). We will keep a copy of this proof and it will be processed and stored in line with GDPR requirements – see over for Privacy Notice.

Please sign below to confirm your application and your agreement to your personal data being processed and stored in line with the Privacy Notice (see over).

|  |  |
| --- | --- |
| Signed: |  |
| Date: |  |

Please return this application form to:

Thornbury Town Council, The Town Hall, 35 High Street, Thornbury, Bristol, BS35 1NA

[info@thornburytowncouncil.gov.uk](mailto:info@thornburytowncouncil.gov.uk)

If you have any queries regarding this application process, please contact us at the above postal address or email address, or telephone us on 01454 412103.

**Privacy Notice**

**Personal Data**

When you apply to the Thornbury Town Council for reduced rate bookings of the public tennis courts at the Mundy Playing Fields, we will keep some personal data about you.

**What Personal Data do we hold about you?**

We will keep the data that you give us on the other side of this form. We do not collect data about you in any other way.

**Keeping your Personal Data up to date**

If any of your personal information should change, such as your contact details or address, you should inform us as soon as possible so that we can keep our records up to date.

**Do we have a right to your Personal Data?**

Under current legislation, the Thornbury Town Council has “legitimate interests” for keeping your data. We process your data solely for the purpose of your application.

**How is your Personal Data kept safe?**

Your data is only accessible to those who need to use it to undertake the processing of your application.

We have in place appropriate security measures to prevent your personal information from being lost or disclosed to other people.

**What is your Personal Data used for?**

We use your personal data in three ways:

1. To process your application.
2. To communicate with you as and when needed, by email, telephone or post in relation to your application.

**Sharing your Personal Data**

We do not share your personal data with any third party, unless there is an exceptional legal requirement for us to do so.

**How long will we keep your Personal Data?**

We only hold data as long as we reasonably need it in relation to your application. If you wish to keep receiving reduced rate bookings, you will need to reapply each year and provide original and recent evidence of receipt of benefits with each application.

**What rights do you have?**

Under Data Protection legislation, you have the right to:

1. Request access to the Personal Data we hold about you. This is called a “subject access request”.
2. Request correction of the Data we hold about you if there is a mistake in it.
3. Request the restriction of processing your Data.
4. Request the transfer of your Data to another party.

You also have:

1. The Right to Object, if you think we are using your data in the wrong way.
2. The Right to be Forgotten - we will automatically delete your data after a reasonable period of time in relation to your application, as we have no reason to keep it longer than that.

**Who can you speak to if you have any questions?**

If you have any questions about this privacy notice or how we handle your personal information, please contact Thornbury Town Council on 01454 412103 or by email [info@thornburytowncouncil.gov.uk](mailto:info@thornburytowncouncil.gov.uk)

You have the right to make a complaint at any time to the Information Commissioner’s Office (ICO), the UK supervisory authority for data protection issues.