

## **Privacy Notice for Venue Hire**

### **Why we are collecting your data**

Lewes District Council and Eastbourne Borough Council are data controllers and collect your personal data in order to process your venue booking. We will only collect the personal data from you that we need in order to provide this service to you.

### **What is the legal basis for the processing this data?**

We do this as necessary for the performance of a contract with you.

### **Who will your information be shared with?**

Your personal data is kept securely in line with data protection legislation and is only accessible by officers in the Property & Facilities Shared Service.

We may disclose information to third parties only where it is necessary to comply with a legal obligation.

### **We will not**

Use your information for marketing or sales purposes without your prior explicit consent or send or store your data abroad.

### **How long will we hold your data for?**

We will not keep your personal information for longer than three years.

### **Your rights**

You are entitled to request a copy of any information about you that we hold.

If the information we hold about you is inaccurate you have a right to have this corrected and you have the right to request completion of incomplete data.

You have the right to request the erasure of your personal data in certain circumstances ('right to be forgotten').

You have the right to request that we stop, or restrict the processing of your personal data, in certain circumstances. Where possible we will seek to comply with your request, but we may be required to hold or process information to comply with a legal requirement.

If you are dissatisfied with how the councils have used your personal information you have a right to complain to the Information Commissioner's Office at [casework@ico.org.uk](mailto:casework@ico.org.uk)

### **Identity of Data Protection Officer**

Data Protection Officer – Oliver Dixon, Senior Lawyer

### **Contact details**

1 Grove Road, Eastbourne BN21 4TW

Email: [accesstoinformation@lewes-eastbourne.gov.uk](mailto:accesstoinformation@lewes-eastbourne.gov.uk)

Tel: 01323 410000