

The following information applies to Tamworth Borough Council Venue or Open Space Hire or Use.

Data Controller:

Tamworth Borough Council
Marmion House
Lichfield Street
Tamworth
Staffordshire
B79 7BZ

Data Protection Officer:

Nicola Hesketh
Tamworth Borough Council
Marmion House
Lichfield Street
Tamworth
Staffordshire
B79 7BZ

Email: data-protection@tamworth.gov.uk

Retention:

Records are kept in accordance with the Council's disposal schedule and we will not keep your information for longer than necessary. You can view our retention schedule here:

<https://www.tamworth.gov.uk/sites/default/files/privacy/Retention-Schedule.pdf>

Rights: You have certain rights under UK Data Protection law including:

- The right to be informed
- The right of access to your personal data
- The right of rectification (to have any inaccuracies corrected)
- The right of erasure (to have your records deleted)
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

These may not be available to you in all circumstances but further information about your rights is available on our website at: <http://www.tamworth.gov.uk/privacy-notice> or the ICO Website at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

Information Collected

Name
Address
Contact Information
Payment information

“Special” category Information Collected

Health
Equality information

Purpose Collected

We collect this information to process your hire or use of the Open Spaces or the Assembly Rooms. We will use it to contact you if there are any important changes to your hire or use and to keep a record of your relationship with us.

We will use the information to undertake checks of your eligibility to hire or use the Open Space or the Assembly Rooms and ensure that the hire or use complies with public safety and other relevant laws.

With your consent, we will use your information to undertake customer research to help us understand how we can improve our services or information, tell you about changes in our services or new services, events, offers, and opportunities to support us that we think you'll find of interest and analyse your personal information to create a profile of your interests and preferences so that we can contact you with information most relevant to you.

Legal Purpose

We will only use your personal information when the law allows us to. Most commonly we will use your personal information under **Contract** for hire and use.

Some of your information may be processed under **Public Task** to ensure you have the proper licenses in place in order to run your event or group.

We will only process your information for customer research, marketing and profiling with your **Consent**. You can remove your consent at any time by contacting Tamworth Borough Council.

Third Parties we might share information with

We will share your personal information with third parties where required by law or where it is necessary to administer your hire or use. Examples of the organisations we may need to share information with are below, this list is not exhaustive:

Staffordshire Police
Public Protection
Tamworth Borough Council CCTV
Tamworth Borough Council Health and Safety
Tamworth Borough Council Street Scene
Tamworth Borough Council Community Safety
Tamworth Borough Council Finance Department

Third-Parties Service Providers – Which third parties process my personal information?

Third-Party Service Providers are companies who process your information on Tamworth Borough Council's behalf.

We currently do not provide your personal information to any third-party service providers.

How secure is my information with third-party service providers?

All our third-party service providers are required to take appropriate security measures to protect your personal information in line with the GDPR regulations. Our third-party service providers are not permitted to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Your personal data is processed (including storage) within the European Economic Area only.

More information

Tamworth Borough Council's Privacy Notice can be found at:
<http://www.tamworth.gov.uk/privacy-notice> or a hard copy provided upon request.

If you have a concern about the way that we are collecting or using your personal data, we ask that you contact us in the first instance. Alternatively, you can [contact the Information Commissioner's Office](#).

This Privacy Notice may change from time to time and will be subject to annual review. The last known update/review date can be located at the top of the page.

By regularly reviewing this page you will ensure that you are always aware of what information we collect, how we use it and under what circumstances, if any, we share it with others.