**Directorate:** Enterprise

**Service Area:** MonLife

**Contact Details:** [**dataprotection@monmouthshire.gov.uk**](mailto:dataprotection@monmouthshire.gov.uk)

**Privacy Notice Name:** Facility Hire, Bookings and Events (covering all buildings and facilities)

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| **How we will use your information** |
| **Your Obligations**  **You have an obligation to provide the information requested**  There is a contractual obligation/requirement for you to provide the information requested as detailed below:  You are entering into Terms and Conditions set by Monmouthshire County Council in line with the facility hire and/or booking requirements. Information that you provide by completing the form. Without the relevant information we will be unable to provide this service/public task and you will not be able to make the booking. |
| **Purpose and legal basis for using your information**  **Purpose of the processing, legal basis for the processing and retention periods**  We use information held about you in the following ways:  To carry out our obligations arising from any contracts entered into including financial information, relating to the booking.  To notify you about any changes to our service, including your booking. |
| **Who will have access to your information?**  The Data Controller for your information is Monmouthshire County Council.  Email: [dataprotection@monmouthshire.gov.uk](mailto:dataprotection@monmouthshire.gov.uk). Other Data Controllers may also be responsible for your information, depending on the specific circumstances. Please contact the Service Area for further information.  We share information with our internal Creditors Department to assess your rights  to any fees outstanding based on the benefits/facilities you are in receipt of and internal audit for accuracy of processing.  **Requests for information**  All recorded information held by Monmouthshire Council may be subject to requests under the Freedom of Information Act 2000 and General Data Protection Regulation including any other Data Protection law.  If the information you provide is subject to such a request, where possible Monmouthshire County Council will consult with you on its release. If you object to the release of your information we will withhold your information if the relevant legislation allows. |
| **How long will we retain your information?**  Monmouthshire County Council will retain this information for the duration of the booking, and where there is a financial transaction, in line with our legal obligation to retain this information. |
| **Is automated decision making/profiling used?**  We will use your information occasionally to capture and analyse usage of facilities.  Generally, there are no decisions made in Monmouthshire County Council that solely rely upon automated decision making or “profiling” alone. For further information contact [dataprotection@monmouthshire.gov.uk](mailto:dataprotection@monmouthshire.gov.uk) |
| **Marketing**  We will only use your information for marketing purposes, where you have clearly consented to your contact details being used for marketing purposes to promote your service to a wider audience. You will / have been provided with details of the marketing that Monmouthshire County Council. You are able to withdraw your consent to marketing at any time by contacting the Service Area details on the top of this form. |
| **Your Rights**  **Your rights under the General Data Protection Regulation are:**  The right to be informed  The right of access  The right to rectification  The right to data portability  Rights in relation to automated decision making and profiling.  The right to compensation if Monmouthshire County Council fail to comply with certain requirements of General Data Protection Regulation in respect of your information.  For further information please refer to [www.ico.org.uk](http://www.ico.org.uk) |
| **Complaints Procedure**  If you object to the way that Monmouthshire County Council is handling your data, you have the right to complain. Please contact the Service Area detailed at the top of this document outlining your issues. Please follow this link for further information on the complaints process.  If you remain unhappy you also have a right to complain to the Information Commissioner's  Office [www.ico.org.uk](http://www.ico.org.uk) |

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|  | **Privacy Notice No:**  **Date Created:**  **Date Published:**  **Version Number:** | MonLifeSL001  27/04/2018  25/05/2018  1 |

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| **Data Privacy Summary Notice** |

**How we will use your information**

Processing of your personal data by Monmouthshire County Council (MCC) is necessary to process all bookings and hire of facilities successfully allowing an efficient service, and where applicable to provide the necessary discounts. Without this information, MonLife within MCC will not be able to fulfil (TASK / Service) as required to do so.

Your details will be legitimately shared with internal departments only for the reasons mentioned above in a safe and secure manner. From time to time it may also be necessary that we share your personal details with external organisations or companies to assist with the distribution of marketing materials but only if we have your explicit consent to do this. Your personal details will not be shared further, unless in relation to safeguarding or other legal obligations.

Your records will be safely stored and retained in line with our retention policy, unless we need to retain under another lawful basis.

You have a number of rights in relation to the information including the right of access to information we hold about you and the right to complain if you are unhappy with the way your information is being processed. For further information on how we process your information and your rights please click the following link.

Should you need to make a complaint about the way your data has been processed, please contact [dataprotection@monmouthshire.go.uk](mailto:dataprotection@monmouthshire.go.uk) or if you are not fully satisfied you may contact the Information Commissioner’s Office online at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns) or via their helpline: 0303 123 1113