

Privacy Notice – NKDC Civic Suite Hire

Our Commitment to Your Privacy

As part of our commitment to protecting your information, we have created a Privacy Notice to explain how we collect, store and handle your personal data.

We have always been careful to protect personal information, but this is part of our ongoing commitment to be transparent about how we use your data and keep it safe. This will also give you more clarity over how your information is being managed.

Through our privacy notice, we have addressed the new standards introduced by the European data protection law, known as the General Data Protection Regulation (GDPR).

Who we are

North Kesteven District Council is registered with the Information Commissioner's Office (ICO) as a 'data controller' under Z5680267. This means we will process and hold your personal data in relation to the civic suite hire at North Kesteven District Council.

What information do we collect

We collect your name, postal or email address, telephone number and nature of the room booking.

Why we collect your data

We collect your personal data to enable us to process your room booking, which includes room layout, equipment hire and potential refreshments/catering arrangements. By submitting your details, you are entering into a contract with the Council and agreeing to the associated terms and conditions.

How we collect your data

We are collecting your data as a task carried out in the public interest. We will not be able to process your booking without the personal data you provide us with.

When we'll share your data

We may need to share your personal data with other organisations, for example, a catering service if refreshments are required. There may be certain circumstances under which we may disclose your personal information to third parties. For example,

when we are under a duty to disclose your personal information in order to comply with any legal obligation (for example, to government bodies and law enforcement agencies).

However, we will not sell your personal information to anyone and will not use your information for marketing purposes.

Rarely do we transfer personal information to other countries outside the EEA, but for those circumstances in which we do, suitable security arrangements would be in place.

Know your rights

You have many rights regarding your personal data, which include seeing what personal information we hold about you. In addition, you can ask us to correct inaccuracies, sometimes delete and restrict the personal information we hold.

If you are dissatisfied with how we have used your personal data, please contact dataprotection@n-kesteven.gov.uk

How do we protect your information

We comply with all laws concerning the protection of personal information and have security measures in place to reduce the risk of theft, loss, destruction, misuse or inappropriate disclosure of personal information.

How long do we keep your information

We will keep your information for one year after the room booking, unless you have requested its removal.

Where can I get advice

If you have any concerns or questions about how your personal information is handled, please contact our Data Protection Officer at dataprotection@n-kesteven.gov.uk or by calling 01529 414155.

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF.

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Alternatively, visit ico.org.uk or email casework@ico.org.uk.