

Privacy Notice

The Council is the data controller for purposes of the Data Protection Act (2018) and The General Data Protection Regulation (EU) 2016/679 ("GDPR") and is registered as a data controller with the Information Commissioner's Office (ICO)

Brighton & Hove City Council are committed to protecting your personal information. As a data controller we have a responsibility to make sure you know why and how your personal information is being collected in accordance with relevant data protection law.

Purposes & Lawful basis of processing

- We are collecting your data for the purpose of booking room or exhibition space for hire (Libraries), and for the purpose of requesting consent to be added to our mailing list. We have a lawful basis for processing which is performance of a contract.
- We are collecting your data for the purpose of requesting your consent to be added to our mailing list. We have a lawful basis for processing which is performance of a contract.

Who we will Share your Data with

- Your data may be shared with the Council finance department for the purpose of invoicing (where applicable).

How Long we will Hold your Data (Retention)

- We will hold your data for seven years.
- You can withdraw your consent for inclusion on our mailing list at any time.
- You can request for your data to be deleted at any time. This will mean that your booking data will be anonymised so that our occupancy and financial reports will still provide accurate information.

Transferring Data outside the European Economic Area

- Your information is not processed outside of the European Economic Area.

Your Information Rights

- Under GDPR you have certain rights concerning your information.
- For further information on your rights visit [our website](#).

How to get advice or make a complaint

Data Protection Officer

If you have a concern about how we collect or use your personal data you can [contact the Council's Data Protection Officer](#)

How to make a complaint

We aim to resolve all complaints about how we handle personal information. You also have the right to make a complaint about data protection to the Information Commissioner's Office.

Contact them by post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or phone 0303 1231 113.

You can also [make a complaint or find out more information on the Commissioner's Office website](#).

If your complaint is not about data protection find details on [How to make a complaint about a council service](#)