# **Privacy Notice/Statement for Horizon Room Bookings**

### **What this document is for:**

This privacy notice provides details on how we, Broadland District Council and South Norfolk Council (“the councils”), use your personal information for enquiring & booking meeting rooms at the Horizon Centre.  By ‘use’ we mean the various ways it may be processed, including storing and sharing the information.

The councils are what is known as the ‘Data Controller’ for your data, and act as joint data controllers.

### **Further details:**

We provide the following details in our general privacy notice on our [website](https://www.southnorfolkandbroadland.gov.uk/data-protection)

* your rights under the UK General Data Protection Regulation (the UK GDPR) and
* how to exercise them

### **What we use your information for:**

Your data will be used for the purposes of

* contacting you about your booking and administering a room booking request from you.
* collecting payments and processing any refunds

### **What personal data we collect and use about you:**

We will collect and use the following information:

* forename
* surname
* email address
* contact telephone number
* business name
* business address
* meeting title
* Credit card number or other payment account number, billing address, and other payment and billing information ('Payment Information');

### **Who provides this information?**

We will receive all the information from you.

### **How we share your information:**

We do not share your data with any third parties.

### **How the law protects you and the legal basis for processing your information:**

We have legal grounds under the UK GDPR to process this information because it is necessary for the purposes of the legitimate interests pursued by the Councils to take bookings for external meetings.

### **How long will we keep your personal information for:**

The information you provide will be held securely by us for a period of no longer than the end of the month following the date of the meeting, after which it will be deleted.

**How we keep your information:**

The information is stored electronically on the councils’ networks.

### **Changes to this notice:**

We may amend this privacy notice at any time so please review it frequently. The date below will be amended each time this notice is updated.

This notice was created in September 2023.