**Privacy Notice for Visitor Marketing and Management**

**Who we are:**
Visitor Management and Marketing  
Royal Borough of Windsor and Maidenhead  
Station Master’s House, Unit 50, Jubilee Arch  
Windsor Royal Shopping  
Thames Street  
Windsor SL4 1PJ  
01753 743920  
www.windsor.gov.uk

**Lawful basis for processing the information:**
The Development of Tourism Act 1969.

**How we collect information:**
Personal data is supplied by completing an online e-newsletter sign up form on [www.windsor.gov.uk](http://www.windsor.gov.uk), via competitions run on Facebook, via tickets sold on our online shop/box office [http://tickets.windsor.gov.uk](http://tickets.windsor.gov.uk) and from people who have requested to receive more information from us when they have made an enquiry via the Royal Windsor Information Centre in person or by telephone.

**What information is collected:**
The following personal data is collected: first name, surname, email address and postcode.

**How we use the information provided:**
The personal data that we collect is flowed into our visitor marketing database. We send our ‘Visit Windsor and Maidenhead’ email newsletter to this database a minimum of six times a year.

**Who has access to the information about you:**
The Visitor Management and Marketing team are the only people who have access to your personal data.

**Who we may share your information with:**
We do not share your information with anyone.
How long we store your information:

We store your personal data until you request it to be removed. You can unsubscribe at any time by emailing visitormarketing@rbwm.gov.uk or by calling 01753 743920.