

## **Privacy Notice - Library Community Room Hire**

### **Who we are:**

Library and Resident services  
Royal Borough of Windsor and Maidenhead  
St Ives Road  
Maidenhead  
SL6 1RF

### **Lawful basis for processing the information:**

- Local Government Finance Act 1992

### **How we collect your information:**

Data is supplied by service users (RBWM online form, email, post),

### **What type of information is collected:**

We collect name, address, telephone number, email address, event details, insurance details, DBS number, qualification details,

### **How we use the information provided:**

The information is used to:

- Contact applicant
- Assess if event can take place

### **Who has access to the information about you:**

- Royal Borough of Windsor and Maidenhead Financial Control: If you make payments online or self-service kiosks, we will share the information you enter with our Financial Control department to process your payments.
- Royal Borough employees where appropriate (e.g. to resolve an enquiry; for complaint investigation).

**Who we may share your information with:**

We do not share your information with anyone

**How long we store your information:**

Records are kept for a maximum of five years

**Does your service utilise automated decision making? – No**