

Privacy Notice – Desborough Suite 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, organization details, 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:

All Stages Limited, Moon on a Stick Production Limited,

How long we store your information:

Records are kept for a maximum of five years

Does your service utilise automated decision making? – No