



Privacy Notice – Arts, Cultural, Libraries, Parks & Sports Venues, Halls & Equipment Hire

This notice provides details of what information we collect from you, what we do with it, and who it might be shared with.

Identity and contact details of the controller and the data protection officer

Falkirk Community Trust (the Trust) is the data controller. You can contact the data protection officer at:

*Data Protection Officer
Falkirk Community Trust
Suite 1A
The Falkirk Stadium
4 Stadium Way
Falkirk
FK2 9EE*

dpo@falkirkcommunitytrust.org

Why do we collect this information?

The information is being collected for the following purpose/s:

1. To take, process and maintain your hire/booking of, for example, one of our venues, meeting rooms, pavilions and/or our equipment for events, meetings, sports use etc, including use for filming and photography purposes.
2. To allow us to contact you in relation to any items of lost property handed into or discovered by us potentially connected to your hire/booking.

The legal basis each purpose is set out below:

Legal basis	Purpose
Consent	
Performance of a contract	1 & 2
Legal obligation	
Vital interests	
Task carried out in the public interest	
Legitimate interests	

What information do we collect about you?

1. We collect your name, address and will hold other contact details such as phone number, mobile phone number and email address if provided.

We may also collect your date of birth.

For sports venue hirers we verify Protection of Vulnerable Groups/Disclosure status, instructors qualifications and insurance details, and keep a note that we have seen them.

Our computer system holds the following information when you hire a venue or room:

- Records of past and future bookings and contracts
- Details of dates and services requested
- Details of any invoices, payments and financial settlements made
- Notes and comments placed on the bookings record by staff in connection with venue hire

We also keep copies of our communications with you and your responses.

2. For dealing with lost property items, we collect your name, and contact details (which may be a postal address, email address and/or phone number).

Where do we collect information from?

We collect information from you or a third party acting on your behalf, for example, a carer, a parent or guardian if you are under 16 years of age, a solicitor, a councillor, another family member.

Who might we share your information with?

Falkirk Council established the Trust in 2011 and the Trust carries out services on behalf of Falkirk Council. We may share your information with Falkirk Council. They are our information governance, legal, health & safety, financial, IT, child protection, insurance advisers, the owners of the sites that we manage, and their environmental health unit are our enforcing authority for health & safety.

We may also share information with IT System administrators & suppliers for the purposes of upgrading and maintaining the systems.

We may also share your information if we are required to do so by law or with the Scottish Information Commissioner (freedom of information), the Information Commissioner (data protection), the Scottish Public Services Ombudsman (complaints) and the Health & Safety Executive (accidents).

The Trust has a duty to protect public funds. We may check your information within the Trust and with Falkirk Council for verification purposes and/or for the prevention of fraud. We may share your information with other organisations where we are required to do so for the purposes of the prevention or detection of crime.

Will we send your information outwith the UK?

We do not transfer your information outwith the UK.

How long do we keep hold of your information?

We are working towards keeping your booking information for 6 years from the end of the calendar year, of your booking. Meantime our electronic systems may hold historical records for a longer period.

We keep your financial invoicing information for 6 years from the end of the financial year in which your invoice is raised.

We are working towards keeping your information for 6 years from the end of the calendar year, of your booking. Meantime our electronic systems may hold historical records for a longer period.

What are my rights in relation to the information held about me?

You have the following rights:

- To see any information held about you by making a [subject access request](#).
- To withdraw consent at any time, where the legal basis for processing is consent.
- To data portability, where the legal basis for processing is (i) consent or (ii) performance of a contract.
- To request rectification or erasure of your information, where data protection legislation allows this.

Do I have a right to complain about the way information has been used?

If you have a concern about the way we are collecting or using your personal data, please let us know and we will try to resolve this. If you are still concerned, you can contact the Information Commissioner:

*Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF*

Tel: 0303 123 1113 (local rate)

Fax: 01625 524 510

Email: casework@ico.org.uk

Do I have to provide my personal data to you?

If you want to hire an Arts, Cultural, Library, Parks or Sports venue, hall & /or equipment, then we need to know the information set out above.

Do you use any automated processes to make decisions about me?

We do not use automated decision making processes

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