

## **Data Protection Privacy Statement - Venue hire at Bedford Corn Exchange**

In order to deliver services to the citizens and communities in Bedford Borough, it is necessary for the Council to collect, gather and process personal data about residents, staff and other individuals. Bedford Borough Council is committed to protecting your personal data when you use its services and/or correspond with it.

The Council has registered as a Data Controller with the Information Commissioner's Office. This registration can be viewed on the [ICO website](#) (opens in a new window) Registration Number Z5916725.

As a Data Controller, the Council sets out the purposes and methods for processing information and ensures safeguards over any personal and special category information it processes.

The sections below explain the arrangements we have in place to protect the information entrusted to the Council.

In relation to venue hire at Bedford Corn Exchange Bedford Borough Council will process your personal data for the following processing purposes:

**Bedford Corn Exchange will use your data to be able to provide you with a venue hire service. The data will be used to communicate with you regarding your specific booking requirements, identify the booking on our room booking system (we use Artifax), to ensure we have a booking form/contract in place as necessary, and as part of necessary financial purposes including invoicing.**

### **We collect the following data:**

- **Name**
- **Address**
- **Postcode**
- **Email address**
- **Telephone number**

It is processing this personal data by virtue of the following Lawful Basis:

### **Performance of a contract, Performance of a task carried out in the public interest**

Personal data provided for venue hire at Bedford Corn Exchange may be shared with, or obtained from the following organisations (in addition to any other disclosure required by a Court of Law or in response to a valid request by, normally, a law enforcement agency:

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**We use the event management software Artifax Event to manage our venue hire process – your personal data will be entered into this system. The system is hosted on Bedford Borough Council servers and your information is not routinely shared with Artifax.**

The processing of your personal data will be restricted in time to:

**Paper records relating to venue hire bookings are kept for 7 years. Records within the Artifax Event event management software are currently held indefinitely.**

Your personal data will be held by/for the Council within the UK or the EU.

The information you have provided is a statutory or contractual requirement: this is something we have to do. Please see details below, including any consequences if we do not receive the information:

**Contractual requirement; failure to provide requested information (completed booking forms/contracts) will result in a rejected hire request.**

We have a range of measures to protect the personal data you provide. These include: cyber security; physical security of the Council's buildings and training on Data Protection for staff.

Bedford Borough Council is the Data Controller processing your information, who can be contacted as follows:

Information Governance  
Bedford Borough Council  
Borough Hall  
Cauldwell Street  
Bedford MK42 9AP  
Email: [dpo@bedford.gov.uk](mailto:dpo@bedford.gov.uk)  
Telephone: 01234 267422

If you wish to enquire about your rights as a data subject, whether you wish to request a copy of your own information that Bedford Borough Council holds, request for data portability; rectification or erasure of your data for any reason or objection to any processing, please contact the Council's GDPR Data Protection Officer email: [dpo@bedford.gov.uk](mailto:dpo@bedford.gov.uk) or send to the above address.

Alternatively if you are unhappy in the way Bedford Borough Council has handled the processing of your information in any way, you have the right to contact the UK's Supervisory Authority: The Information Commissioner's Office who can be contacted:

By webform: <https://ico.org.uk/global/contact-us/email/>



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By email: [casework@ico.org.uk](mailto:casework@ico.org.uk) or,  
By telephone: 0303 123 1113

### Changes to this Notice

We keep this Privacy Notice under regular review and we will place any updates on its Internet site. This Notice was last updated in January 2019.