

## **Privacy Notice for Special Events**

### **Why are we collecting your personal data?**

Rother District Council is a data controller for the purposes of the Data Protection Act 1998 and, from the 25 May 2018, the General Data Protection Regulation 2016. We collect, hold and use your personal data in order to process your bookings for special events to be held on our land. We will only collect the personal data we need from you we need in order to be able to do so.

### **What is the legal basis for processing your personal data?**

We do this as a task carried out in the public interest and to provide a service you have requested. We are unable to provide the service to you without the personal data you provide to us.

### **Who will your personal data be shared with?**

Your personal data will be held by the Council's Neighbourhood Services team. We will share your personal data internally in order to invoice you and to monitor usage of the sports grounds and facilities.

We will also share your event forms and plans, including any personal data, with members of the Safety Action Group to ensure that the plans for your event are safe, secure and meet the requirements of holding an event on public land.

We may also share personal data of any marshals for events with Sussex Police for the prevention of crime and to carry out suitable persons checks.

We will not share your personal data with any other organisation without obtaining your consent in advance.

### **We will not**

- Use your personal data for marketing purposes without your prior explicit consent.
- Store or send your personal data to a country outside the European Economic Area (EEA).
- Make decisions about you based on automated processing of your personal data.

### **How long will we hold your data for?**

We keep all records relating to Special Events for a period of 3 years. Invoices are retained for a period of 7 years from the date on which they are paid.

Personal details relating to marshals will be kept for the duration of

the event only.

We will only keep your personal data longer if we are required to do so by law.

### **Your rights**

The General Data Protection Regulation gives you a number of rights in relation to your personal data:

- Right to access a copy of your personal data.
- Right to have your personal data corrected.
- Right to have your personal data deleted (“right to be forgotten”).
- Right to restrict how we use your personal data.
- Right to ask us to transfer your personal data to another service provider.

You can get more information about these rights in the Council’s Privacy Policy.

If you wish to exercise any of these rights please contact our Information Governance team on [informationgovernance@rother.gov.uk](mailto:informationgovernance@rother.gov.uk) in writing or by completing our online form.

If you are dissatisfied with how we have used your personal data you have a right to complain to the Information Commissioner's Office at [casework@ico.org.uk](mailto:casework@ico.org.uk).

### **Identity of Data Protection Officer**

If you have any questions or concerns about how your personal data is handled, you can contact our Data Protection Officer (DPO), Graham McCallum, at [dataprotection@rother.gov.uk](mailto:dataprotection@rother.gov.uk).