

# Premise Hire for Events Privacy Policy

## 1. Introduction

1.1. Sandwell Metropolitan Borough Council (the Council) is committed to protecting your personal data when you book and use our premises for events. This Privacy Policy explains what information we collect, why we collect it, and how it is used, stored, and protected.

## 2. Personal Data We Collect

- 2.1. To enter into a hire agreement with the Council, we require only the minimum personal data necessary to process your booking.
- 2.2. You may choose to provide additional optional information, but refusing to provide optional information will not affect your booking.

## 3. Data Controller and Contact Details

- 3.1. The Council is the Data Controller for your personal data.
- 3.2. The Data Protection Officer can be contacted via:

Sandwell Metropolitan Borough Council  
Sandwell Council House  
Freeth Street  
Oldbury  
B69 3DB

Telephone: 0121 569 2200

Email: [dp\\_officer@sandwell.gov.uk](mailto:dp_officer@sandwell.gov.uk)

## 4. How We Use Your Information

- 4.1. We use your information to:
  - Manage and process your booking.
  - Contact you regarding booking logistics.
  - Process payments related to your booking.

## 5. Legal Basis for Processing

- 5.1. We process your personal data to fulfil our contractual obligations to you.
- 5.2. In some cases, where you provide optional information, we may rely on your consent.
- 5.3. Refusal to provide optional information will not impact your contractual relationship with the Council.



## 6. Data Retention

- 6.1. Digital copies of documents provided to the Council will be securely retained for up to two years following your booking.
- 6.2. All data retention complies with relevant GDPR requirements.

## 7. Data Transfers

- 7.1. Your data will be stored and processed within the United Kingdom and will not be transferred to other countries.

## 8. Your Rights

- 8.1. You have the right to:
  - Access the personal data we hold about you.
  - Request correction of inaccurate or incomplete data.
  - Request deletion of your data (subject to legal obligations).
  - Request restricted processing in specific circumstances.
  - Request your data in a commonly used, machine readable format.
  - Object to the processing of your personal data.
- 8.2. To exercise your rights, contact the Data Protection Officer using the information in Section 3.

## 9. Supervisory Authority

- 9.1. If you have concerns about the way your data is handled, you can contact the Information Commissioner's Office:

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

Telephone: 0303 123 1113  
Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)  
Website: [www.ico.org.uk](http://www.ico.org.uk)

