

20 January 2020

Privacy Notice for Conference Centre Enquiries and Bookings

Aylesbury Vale District Council (AVDC) is the controller for the personal information we use about you. We are committed to protecting your privacy when you use our services. The law requires us to give you a Privacy Notice which gives you details about how we use and protect your information.

Our contact details are: **The Gateway Conference Centre, Gatehouse Road, Aylesbury, Buckinghamshire, HP19 8FF. Telephone: 01296 585858**

Our Data Protection Officer is Ms Kate Mulhearn. She can be contacted via jbinning@aylesburyvaledc.gov.uk or telephone 01296 585495.

What information do we have about you:

- Name
- Contact details including addresses and email.
- Details of event/booking.
- Financial details.
- Any other information you supply to us.

Why are we using your information?

We need your information so that we can reply to your enquiries, administer bookings, keep you up to date with information, including cancellations and new bookings and for emergency contacts.

We can use your information because you have given us your permission to use it, and once the centre is booked, we need it for the contract.

If we need to use your special information (please see the Council's main Privacy Notice) or information about criminal convictions, we can use it because:

- You have given us your permission to use it.
- We need it to carry out our duties under the law.
- We need it to prevent or detect a crime or unlawful behaviour or fraud.

If you have given us permission you have the right to stop us using your information at any time. If you do not give us your information we will not be able to give you a booking at the Gateway Conference Centre.

This information is only used for the reasons above but if we need to use it for any other reason we will normally tell you.

We may share your information with

We may share information provided with other bodies responsible for auditing or administering public funds, and in relation to safeguarding purposes or in connection with the prevention of crime, criminal or legal investigations or proceedings including fraud (and the National Fraud Initiative) or regulatory functions.

There is no **Automated Decision Making** carried out for this service.

Your rights

You have legal rights over your information. For details of those rights, how long we keep your information and how we keep it safe, our main Privacy Notice is [Privacy Notice page](#)

If you have any concerns and/or complaints you may write to Jackie Binning, Data Governance Manager, on email jbinning@aylesburyvaledc.gov.uk or telephone 01296 585495.