

Section 1: Our contact details

Your personal information is being collected by:
East Lothian Council
Bookings
John Muir House
Haddington
EH41 3HA
Telephone: 01620 824824
Email: bookings@eastlothian.gov.uk.

Data Controller:
East Lothian
Council
John Muir House
Haddington
EH41 3HA

Data Protection Officer:
East Lothian Council
John Muir House
Haddington
EH41 3HA
Telephone: 01620
827827
Email:
dpo@eastlothian.gov.uk

Section 2: Why we need your personal information

- ❖ to communicate with customers
- ❖ to fulfil your requests for services or information
- ❖ for administration purposes
- ❖ to comply with any applicable law, regulation, legal process or government request

East Lothian Council is legally required to protect the public funds it administers. For this reason, your information may also be used to prevent and detect fraud, and we may share your information with other organisations responsible for auditing and administering public funds. For more information, please visit:

http://www.eastlothian.gov.uk/info/704/data_protection_and_freedom_of_information/433/how_we_use_the_information_you_provide

Section 3: Legal Information

In order for us to collect and use your information, we have to have a 'legal basis' for doing so. The legal basis for processing your personal information is:

- We need to process your information to carry out a contract.

The kinds of personal information we are collecting include:

- a. Name
- b. Address
- c. Contact Number
- d. Email address

Section 4: Sharing and transfer

We will be sharing the information in this form with the following:

- ❖ Other services within East Lothian Council including Caretakers, Heads of Establishment, Facilities Management, Registrars, Amenity services and Enjoy Leisure where applicable
- ❖ BookingLive as supplier of the bookings software

- ❖ Your personal information will not be transferred outside of the EU

Section 5: How long will we keep your personal information?

We keep your personal data in line with our data retention policy, called a Retention Schedule. For a downloadable copy of the Council's Retention Schedule, please visit our website at www.eastlothian.gov.uk and search for 'Retention Schedule'.

Section 6: Your rights

1. You have the right to be informed about how your information will be used.
2. You have the right to access your personal information. Normally this is done by placing a 'Subject Access Request' with the Council. For more information on placing Subject Access Requests, please visit https://www.eastlothian.gov.uk/info/210598/access_to_information/12300/access_to_information/1
3. You have the right to ask us to correct inaccurate or incomplete information.
4. In certain circumstances, you have the right to have your personal information erased.
5. In certain circumstances, you have the right to ask us to limit the ways we use or share your information.
6. In certain circumstances, you have the right to ask us to move, copy or transfer your information to another organisation in an electronic format.
7. In certain circumstances, you have the right to object to the ways we process your information.
8. In circumstances where your data is processed automatically, without human intervention, you have the right to certain protections.

You can find more information about data protection and your rights on the Information Commissioner's Office (ICO) website at <http://www.ico.gov.uk>.

Section 7: Complaints

We take your privacy seriously, and would like to know about your concerns so that we can address them as soon as possible. If you wish to make a complaint, we recommend that you contact the Council's Data Protection Officer using the contact details at the start of this Privacy Notice.

If we are unable to resolve the issue to your satisfaction, you have the right to complain to the Information Commissioner's Office (ICO). You can find further information about raising a concern with the ICO on their website: <https://ico.org.uk/concerns/>.

You can contact the ICO by post at:

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

Telephone: 0303 123 1113 / 01625 545 745

Section 8: Information about other people

If you have provided anyone else's personal information, please make sure that you have told them that you have given their information to East Lothian Council. We will only use this information to:

- ❖ to communicate with customers
- ❖ to fulfil your requests for services or information
- ❖ for administration purposes
- ❖ to comply with any applicable law, regulation, legal process or government request