

Privacy Notice for Events

Service description

We deal with applications to allow events to take place on our land and to ensure the safety of events, both on and not on our land, that take place in our district.

Processing activity

In order to provide an events service, it is necessary for us to collect and hold personal information about you. The information collected and held will vary and depend on the nature of the service.

We will process personal information relating to:

- Dealing with applications to hold an event
- The safety of the event
- Processing payments in relation to events

Information requirements

This information may include your name, address, phone number and email.

Lawful bases

Our lawful bases for processing your personal information are:

- Carrying out of a contract to which you are a party.
- Performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Data Processors

If you make a payment through our touch tone phone service or through our website the payment transaction will be handled by Capita.

Data sharing

We may share your information with members of the Safety Advisory Group.

We may also rely on a number of exemptions, which allow us to share information without needing to identify a lawful basis for the sharing and without needing to provide you with

information about the sharing. Please refer to the Kent & Medway Information Agreement for further details on our sharing arrangements.

Retention

We keep your personal information for the minimum period necessary. The information outlined in this Privacy Notice will be kept for 6 years from the date of the file closure unless exceptional circumstances require longer retention e.g. a pending court case. All information will be held securely and disposed of confidentially.

Please refer to our corporate [Privacy Notice](#) for further details of how we process your personal information and your rights.