















	<b>Diary System</b>	<b>Is the data collected direct from the citizen?</b>	<b>Is the data about the citizen collected from a third party?</b>
<b>Why we collect information about you?</b>	To be able to provide a room booking service, to contact you about your booking and raise an invoice for the balance.		
<b>What is the legal basis for us collecting your information?</b>	Consent		
<b>What information do we collect about you?</b>	Name, address, telephone number, email address		
<b>Who do we share the information with?</b>	This information is not share with any suppliers or third parties		
<b>Is any information transferred to or stored in servers based outside the European Economic Area?</b>	No		
<b>How long do we keep your information?</b>	Two years after the date of the booking		
<b>Who do we collect information from?</b>	The information collected comes directly from the customer/hirer		
<b>What are the consequences if we don't collect the data?</b>	Cannot contact customer in regards to their booking – unable to provide service Unable to invoice for booking		
<b>Are any decision about you made by automatic means?</b>	No	