

	Room Hires / Wedding Hires / Education Sessions	Is the data collected direct from the citizen?	Is the data about the citizen collected from a third party?
Why we collect information about you?	To liaise with you about your event.		
What is the legal basis for us collecting your information?	Consent – you have voluntarily entered into a contract with us so that we can accommodate your event.		
What information do we collect about you?	Name, address, email address, telephone number.		
Who do we share the information with?	Wedding planners, internal staff		
Is any information transferred to or stored in servers based outside the European Economic Area?	No		
How long do we keep your information?	Up to 2 years after the event has taken place.		
Who do we collect information from?	Directly from the individual.		
What are the consequences if we don't collect the data?	We cannot run your event.		
Are any decision about you made by automatic means?	No.		