

Visitor Experience – Diary System

Why do we collect information about you?

To be able to provide a room booking service at Gloucester Guildhall, The Museum of Gloucester & Blackfriars Priory, to contact you about your booking & raise an invoice for payment purposes.

What information do we collect about you?

We collect your Name, address, telephone number & email address.

Who do we share the information with?

Your details are not passed on.

Is any information transferred to or stored on servers based outside the European Economic Area?

Information is stored in the UK & the EU only.

How long do we keep your information?

We keep customers contact details in line with our retention schedule, which is available on the Gloucester City Council website under the Documents heading on the Data Protection page. View the document [here](#).

Who do we collect information from?

Information is provided by you, the customer, when completing a booking with us.

What are the consequences if we do not collect the data?

We would be unable to complete your booking or get in touch with you regarding your booking if we do not collect your contact details.

Are any decisions about you made by automatic means?

No automated decisions are made about you.