

Visitor Experience – Room Hires, Wedding Hires & Education Sessions

Why do we collect information about you?

We collect some basic information about you to complete your booking & to liaise with you regarding the details of your booking.

What information do we collect about you?

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

Who do we share the information with?

Your information may be shared with internal staff so they can ensure your event goes smoothly.

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 arranging your booking with us.

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

We would be unable to proceed with your booking.

Are any decisions about you made by automatic means?

No automated decisions are made about you.