



Twyning Parish Council

FACILITY HIRE PRIVACY NOTICE

Why we collect your data

To process booking requests, manage payments, and ensure safe use of council facilities.

What data we collect

- Name, contact details, organisation (if applicable)
- Payment details

Lawful basis

- **Contract** – to manage your booking
- **Legal obligation** – for accounting and audit purposes

Who we share with

Data is shared only with staff or councillors who need it to process the booking, and auditors if required.

Retention

Booking records are retained for 7 years in line with financial regulations.