

## Caernarfon Royal Town Council Statement for Room Users

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Caernarfon Royal Town Council respects the privacy of its users and is committed to complying with Data Protection law and regulations. This privacy statement is intended to inform you about how personally identifiable information you provide in the Approved Statement Request Form will be handled and protected by Caernarfon Royal Town Council.

### **Why we collect and use your personally identifiable information**

Caernarfon Royal Town Council 's intention is to collect information about your business together with certain personally identifiable information such as contact information for key personnel regarding room bookings. The personally identifiable information that you provide will be used to contact and identify you throughout then booking process and to gain payment for the products and services you use from the Council

### **Disclosure of your personally identifiable information**

Access to your personally identifiable information will be restricted to Caernarfon Royal Town Council. We will not sell your personally identifiable information to others. We do not reveal personally identifiable information about you to any third parties unless:

1. You request or authorise it
2. The information is provided to help complete a transaction for you
3. The information is provided to comply with the law, applicable regulations, court orders or subpoenas

### **How we collect personal information about you**

Caernarfon Royal Town Council only collects and stores the personally identifiable information that you provide to us when completing our booking form and any other information, that you provide pursuant to any questions that may arise when we review our user database

### **Your access to your personally identifiable information**

If you would like to change any information we hold about you or want it to be removed from our database, you should e-mail Caernarfon Royal Town Council

## **Retention and deletion of your personally identifiable information**

Your personally identifiable information will be retained by Caernarfon Royal Town Council for audit purposes and in line with the retention policy. If you have to have an account with us, your personally identifiable information will be deleted from our approved user database although some financial information may need to be retained by our Finance Department for a period of 6 years as required by law.

## **Safeguards**

Caernarfon Royal Town Council uses reasonable administrative and physical measures to safeguard your personally identifiable information against loss, theft and unauthorised use or modification.

## **Communications from Caernarfon Royal Town Council**

Caernarfon Royal Town Council may contact your company using contact information you have provided for purposes of procurement related issues.

## **Inquiries or Questions**

If you have questions or concerns about Caernarfon Royal Town Council's policies and practices for handling your personally identifiable information you may e-mail us at Caernarfon Royal Town Council at [townclerk@caernarfontowncouncil.gov.wales](mailto:townclerk@caernarfontowncouncil.gov.wales)

## **Changes to this Policy**

We reserve the right to change this privacy policy for users and potential users at any time. The use of your information is subject to the privacy policy for users and potential users in effect at the time of use.