

Privacy Notice – Camden Centre

Details of what information we collect from you, what we do with it and who it might be shared with

□ What information do we collect from you?

We collect your name, address, email address and telephone number. We don't collect other information you may feel is sensitive to you.

If you visit the Camden Centre we may also capture CCTV images of you.

□ Why do we collect this information?

To provide a community facility to the residents and visitors because it is in the wider public interest to do so. If you do not give us your personal information, we may be unable to provide this service to you.

In some cases, if you take part in customer surveys, for example, we need your consent. You can tell us to stop using your information at any time but we may not be able to respond to customer feedback.

□ Who might we share your information with?

Maidstone Borough Council stores your information on our behalf. You can view their privacy information here:

<http://www.maidstone.gov.uk>

Our software providers will also store your information, but only on our instructions. They won't use it for any other reasons, and they have to look after it in the same way we would. You can view their privacy information here:

<https://www.artifax.net/privacy>

<https://www.oracle.com/legal/privacy/index.html>

□ What do we do with your information?

We use it to provide a community facility at the Camden Centre. We won't use it for any other purposes without your consent, or without telling you first.

Sometimes we have to give it to other authorities, organisations or people. This would be for the prevention or detection of crime, or because of legal matters, for example. We don't need your consent to do this, but if we can, we'll let you know if we've passed your information on.

□ How long do we keep hold of your information?

For as long as we need it. Once we no longer need it, we will keep it for a set period (a retention period) but not use it. When the retention period expires we will delete your information from our records. You can view our Retention Schedule here.

<http://www.tunbridgewells.gov.uk/council/freedom-of-information/Transparency-and-Privacy>

□ How can I access the information you hold about me, find out further information on privacy rights, or raise a concern?

Email the Data Protection Officer at dataprotection@tunbridgewells.gov.uk

(Other ways to contact tab)

01892 554077

The Data Protection Officer,
Tunbridge Wells Borough Council
Room 110,
Town Hall,
Royal Tunbridge Wells, Kent

TN1 1RS