

PRIVACY NOTICE

Privacy Notice – Restaurant Booking Service

The Data Controller of the information being collected is:

Forth Valley College, Grangemouth Road, Falkirk. FK2 9AD
ICO Registration Number: Z9720531

For any queries or concerns about how your personal data is being processed you can contact the Data Protection Officer at: dataprotection@forthvalley.ac.uk

This privacy statement relates to the following process:

Data processed to administer restaurant bookings at the Gallery Restaurant. The data is gathered by Restaurant Bookings.com Limited via their website at: <https://www.resdiary.com/>

Your information will be used for the following purposes:

The information will be used to administer bookings at the Gallery Restaurant.

Our lawful basis for using the data is:

You have given consent for the use.

The data being used includes special category (sensitive) data. Our legal reason for using this sensitive data is:

You have given explicit consent to the processing.

If you were to withhold the personal information we require for this process, the consequences would be:

We would be unable to administer your restaurant booking.

Your data will, or may, be shared with the following recipients or categories of recipient:

Your data is shared with Restaurants Booking.com Limited. You can see their terms and conditions here: <https://sales.resdiary.com/terms-conditions/>

Your data will not be sent outside of the EEA, and no automated decision making is made with respect to this data.

Your data will be retained for the following length of time:

Time of booking, plus one year.

Prepared by: Director of Curriculum

Approved by: Information Governance Group
Date: June 2020

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The following rights are rights of data subjects:

- The right to access your personal data
- The right to rectification if the personal data we hold about you is incorrect
- The right to restrict processing of your personal data

The following rights apply only in certain circumstances:

- The right to withdraw consent at any time if consent is our lawful basis for processing your data
- The right to object to our processing of your personal data
- The right to request erasure (deletion) of your personal data
- The right to data portability

You also have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data. Contact: casework@ico.org.uk