Fife College Privacy Notice – Carnegie Conference Centre Bookings

Who are we?

Fife College, established under the Further and Higher Education (Scotland) Act 1992, is registered with the Information Commission's Office, registered number Z8522159.

What information do we collect about you?

- Name
- Job title
- Address
- Contact details (phone number and email address)
- Booking details including dietary requirements and accessibility needs, where appropriate
- Source of referral for new clients
- Billing details and financial transaction data (including payment card details)
- Your preferences (direct marketing purposes)
- Your feedback

For what purposes do we collect this information?

- To confirm your booking and related notifications
- To provide appropriate services
- To comply with legislation and associated guidelines
- To process payment in exchange for services
- To add you to our client database
- To consider concerns or complaints
- Direct marketing: to send you promotional communications
- To request feedback on your experience

Our Legal Basis

Contract: Collecting your personal information is necessary for the booking as part of the contract we have with you, or for steps towards entering into a contract.

Public task: This is our additional lawful basis for handling any complaints in line with the Scottish Public Services Ombudsman Act 2002 and in accordance with the Model Complaints Handling Procedure.

Legal Obligation: Financial transaction data is kept in line with FCA guidelines.

Legitimate interests: It is in the College's legitimate interests to request and obtain feedback on your experience via surveys as your views and ideas may help to improve the services offered. Completion of surveys is optional, and you can opt-out to decline your future participation.

We may send you marketing promotions based on our legitimate interests to promote our services. You can opt-out of receiving direct marketing at any time by contacting info@carnegieconferencecentre.co.uk.

Consent: We may use your information for Marketing purposes, such as sharing the event on social media or in a press release, where you consent to this use. You may withdraw your consent at any time by contacting info@carnegieconferencecentre.co.uk. In this case the

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College will stop using the information for this purpose. Published materials already in the public domain are outwith the control of the College and cannot be recalled or deleted.

Explicit consent: This is our additional legal basis for processing special category data about dietary requirements.

Substantial public interest: This is our additional legal basis for processing special category data about accessibility requirements, or other information required to comply with equalities or health and safety legislation.

Data Sharing

Your information may be shared with third parties where this is relevant to deliver the terms of the booking.

Retention

Your data will be retained in our client database for as long as we have a relevant reason for retaining it. If you wish to be removed from our database please contact us on info@carnegieconferencecentre.co.uk.

Your Rights

You have various rights which you may choose to exercise in relation to personal data held about you. For more information, please see our Data Protection: Your Rights information leaflet.

Changes to this Privacy Notice

Fife College reserves the right to modify and update this privacy notice at any time. It will be published on our website and we therefore suggest you check it from time to time.

Data Protection Officer

If you have any concerns about how your data is being processed, or about exercising your rights, you should contact dpo@fife.ac.uk.

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