

## Processing, Personal Data and Data Subjects

<b>Processing Application</b>	Course and Events Booking System
<b>Subject matter of the processing</b>	Online booking system for the recording of customer bookings onto council run courses and events.
<b>Duration of the processing</b>	Data is retained for the fulfilment of the course or event. Bookings are made in advance and are finished after the course or event has completed. After which, data is held for the customer to make additional bookings and for statistical purposes or to refer back to if required.
<b>Nature and purposes of the processing</b>	<p>The nature of the processing is collection of the data through online forms completed by customers (members of the public), forms completed by a call centre operatives under the customers instruction or by a member of the clients service staff under the customer's instruction.</p> <p>The purpose of the processing is to enable the service to book the customer onto a course or event.</p>
<b>Type of Personal Data</b>	Names, dates of birth, addresses, email addresses, telephone numbers, dietary requirements and disabilities
<b>Categories of Data Subject</b>	Members of the public
<b>Plan for return once processing is complete</b>	<p>Data archival and removal is the responsibility of the data controller (the client).</p> <p>When the contract is complete, current data is returned to the client as csv files.</p>