

## Processing, Personal Data and Data Subjects

<b>Processing Application</b>	Facilities Booking System
<b>Subject matter of the processing</b>	Online booking system for the recording of facility and resource bookings.
<b>Duration of the processing</b>	Data is retained for the fulfilment of the booking. Resource bookings are made in advance and are finished after the booking has been fulfilled. After which, data is used for statistical purposes and 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) 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 schedule the appropriate resource booking and required extras.</p>
<b>Type of Personal Data</b>	Names, organisations, dates of bookings, addresses, email addresses, telephone numbers, dietary requirements and disabilities
<b>Categories of Data Subject</b>	Members of the public and members of client staff
<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>