**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.

**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:**

*•* Theright 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**