

Enquiry Privacy Notice

- **Purpose**

Enquiries

- **Description**

At High Life Highland we have a number of venues and facilities available for event booking. Customers can make booking enquiries by filling out our enquiry forms. We require personal information to allow us to respond directly to the customer regarding their query.

- **If you do not give us your information**

If you do not provide personal information we will be unable to respond to your enquiry.

- **Conditions for processing personal information**

Consent – article 6 (1)(a) – we require your personal information to allow us to process and respond to your enquiry

- **Your rights**

- Access to personal data
- Rectification of personal data
- Erasure of personal data
- Restrict processing of personal data

- **Who we share your information with**

The personal information which you provide in this instance is not shared by High Life Highland with any third parties.

- **How long we hold your information**

Your information will be held for 12 months after the enquiry has been processed.

- **Automated processing**

Your personal information is not subject to automated decision making or profiling.

- **Data Controller**

The data controller is High Life Highland.



- **Data Protection Officer**

Contact our Data Protection Officer:

Data Protection Officer
Highland Council Headquarters
Glenurquhart Road
Inverness
IV3 5NX
01463 702029

DPO@highlifehighland.com

- **Supervisory authority**

If you are unhappy with the way we have processed your personal information you can contact the Information Commissioner:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113
<https://ico.org.uk/global/contact-us/>