

Privacy notice - how we use your information

School Visits Enquiry Form

Calderdale Council is registered with the Information Commissioners Office (ICO) under the provisions of the Data Protection Act 2018. The Council takes its responsibilities under the Act very seriously.

The information provided by you is collected for the purposes of checking availability and assessing your needs for your Educational visit. We need to collect this information in order to complete your enquiry.

Completion of the booking form/sharing your information with us constitutes explicit consent from you for us to process your data for this purpose. Processing is necessary to take steps to find a suitable date for your workshop.

You may withdraw this consent at any time by writing to Fiona Willats, Museum Education Officer, Bankfield Museum, Boothtown Road, Halifax, HX3 6HG or at fiona.willats@calderdale.gov.uk.

In addition, you have the right to see what information is held about you, to have inaccurate information corrected, to have information removed from our system unless we are required by law or a statutory purpose to keep it and the right to complain to the Data Protection Officer if you feel that your data has not been handled in accordance with the law.

The Council's Data Protection Officer can be contacted by email at: information_management@calderdale.gov.uk .

Your organisation details, staff names and contact details are recorded electronically on our system to maintain up to date records. This information can be kept for a maximum of 5 years or until such time as the data is reviewed by us or removed at your request.