City Gardens

a) E-newsletter

1. What personal data is collected about you	*Name, email address*
2. What special category data is collected about you	*None*
3. Reasons why we use your personal data	*Managing e-newsletter sign-up*
4. Why we are allowed to use your personal data	*We have your consent.*
5. Who we can share your personal data with	*Mailchimp*
6. How long we keep your personal data for	*Not managed by City Gardens.* *Managed by Communications and Marketing Manager for Open Spaces*
7. Situations when your personal data might be sent to other countries	*Mailchimp (USA)*

b) Event application form

1. What personal data is collected about you	*Name, Address, Telephone number, Email address, Wedding dates*, Date of Birth*, Wedding venue*,*
2. What special category data is collected about you	*None*
3. Reasons why we use your personal data	*Service delivery – processing garden event applications* **this information is detailed on the public liability form sent to us*
4. Why we are allowed to use your personal data	*We have a contract with you*
5. Who we can share your personal data with	*Not shared*
6. How long we keep your personal data for	*18months from last communication* **the copy of the insurance document is destroyed after it has been checked*
7. Situations when your personal data might be sent to other countries	*N/A*

C) Snapshot Survey

1. What personal data is collected about you	*Ethnic group, Main language, Disability, Name, Company, Address, Postcode Country, Email Address, Phone number*
2. What special category data is collected about you	*None*
3. Reasons why we use your personal data	*Service delivery* *Data is managed by Communications and Marketing Manager Open Spaces*
4. Why we are allowed to use your personal data	*We have your consent*
5. Who we can share your personal data with	*Snapshot Survey*
6. How long we keep your personal data for	*Not managed by City Gardens.* *Managed by Communications and Marketing Manager for Open Spaces*
7. Situations when your personal data might be sent to other countries	*Snapshot Survey (USA)*