



## **Data Privacy Notice – lettings**

### About us

Southside Community Centre Association SCIO of Southside Community Centre, 117 Nicolson Street, Edinburgh, EH8 9ER, a charity registered in Scotland (SC051544) manages Southside Community Centre alongside City of Edinburgh Council.

We let spaces for community use and in doing so collect personal information from you. As such we are registered with the Information Commissioners Office (ZB548790)

You can contact us and our Data Protection Officer at any time;

- Telephone: 0131 667 0484
- Email: [hello@southsidecommunitycentre.co.uk](mailto:hello@southsidecommunitycentre.co.uk)
- Post / visit: 117 Nicolson Street, Edinburgh, EH8 9ER

### What personal information we collect

- Name
- Address
- Telephone number
- Email address
- Bank account information (if you send us a cheque or make payment into our bank account)

### Purpose

Our lawful basis for collecting and processing your personal information is 'Legitimate Interests' in that we collect and use your personal information to manage your bookings with us, including deciding whether or not to approve a let and contacting you about your booking/s.

### Information sharing with City of Edinburgh Council

We are supporting in managing Southside Community Centre, including our booking processes by City of Edinburgh Council (our landlord) as such we may share information relating to your bookings with them; we do this for the purpose of managing your booking/s. You may also share information with them in relation to your bookings which they may share with us; they do this for the purpose of managing your booking/s.