

Corporate Assets

Including Allotments, Car Parks and Parking, Cemeteries, Community Centres, Football / Cricket, Open Green Spaces and Public Conveniences.

This section covers a range of different facilities and services required by Oadby and Wigston Borough Council's community, as well as cleanliness and general upkeep of our open green spaces and public conveniences.

The process of using a facility and the information that is required is determined by common practice. All information that is required is needed on a legal basis depending on the facility chosen (for example, allotments will require information about the tenant which will be used for invoicing purposes; community centres will require the booker's details for security reasons, etc.).

This legislation requires Oadby and Wigston Borough Council to make details of applicants and proposals confidential and will be stored in multiple locations depending of the facility in question.

You need to be aware that when you submit an application, any plans and any related documents or comments that you send to us have a specified retention period which is detailed on the Council's retention policy, available on our website.

The information that you provide will be processed by Oadby and Wigston Council, which is the 'data controller' for the purposes of the Data Protection Act.

The information that you provide for a facility, including personal data, will be used to deal with your facility booking.

Information collected:

- Name
- Address
- Telephone numbers
- Email address (only needed for; allotments, community centres, football and cricket facilities)
- DOB (only needed for; allotment facilities)
- Vehicle registration information (only needed for; car parking facilities)
- Bank details/card payment information (only needed for; community centres facilities)
- Details of cleaning/cleansing issues

Agencies we might share the information with:

- Judicial Agencies e.g. Courts
- Police

- Government departments
- Educational providers
- Other local authorities
- Resilience forum
- Fire and rescue services
- Elected members
- The general public (via public registers)
- Contractors/ partners providing services on our behalf
- Funding bodies

Purpose for processing:

- Fulfilling agreed service
- Service improvement and planning.
- Prevention and detection of Crime Financial transactions
- Communications and Marketing

Lawful basis for processing:

- Contract
- Public Task