

Publications Order Form

Cornwall Archaeological Unit

Cornwall Council

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Cornwall
TR1 3AY

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Cornwall Archaeological Unit (CAU), Cornwall Council

Privacy policy for Publication Sales

Who are we?

Cornwall Archaeological Unit (CAU) delivers heritage and archaeological services throughout Cornwall, the Isles of Scilly and further afield. Our clients include national agencies such as English Heritage and the National Trust, large-scale and small-scale developers, architects, agents and private individuals. CAU is hosted by the Environment Service of Cornwall Council.

About this privacy policy

This privacy policy sets out how CAU uses and protects any information that you share when purchasing publications from CAU. CAU is committed to ensuring that your privacy is protected. When accessing our services you can be assured that any information you provide by which you can be identified will only be used in accordance with this privacy policy.

The Data Controller for any information you provide is Cornwall Council, New County Hall, Treyew Road, Truro TR1 3AY (Data Protection Registration Number Z1745294). More specific queries about your data that we hold should be addressed to enquiries@cau.org.uk or by telephone to 01872 322057. This policy is effective from 26th May 2018.

What information do we collect?

In order to access services provided by CAU you provide us with personal identifying information such as:

- Your name
- Your postal address
- Your telephone number(s)
- Your email address

How do we use your information?

We use this personal identifying information in order to provide our services as requested by you.

We keep this data for:

- Contact purposes
- Keeping records internally
- Statistical purposes

Disclosing your information

We will not supply your information to any third party without your consent.

We will not share your information with any other organisations for marketing, market research or commercial purposes.

Keeping your data secure

Your data will be held within Cornwall Council's secure network and premises and will not be processed outside the UK. Access to your information will only be made to authorised members of staff who are required to process it for the purposes outlined in this privacy policy.

Retention period

We will retain your information for a period of six months in order to ensure that your order has been successfully processed. If you request that we delete the data we hold about you, we will do so immediately.

Your rights

Your personal information belongs to you and you have the right to:

- Be informed of how we will process it
- Request a copy of what we hold about you and in commonly used electronic format
- Have it amended if it is incorrect or incomplete
- Have it deleted
- Restrict how we process it

Data Protection Officer

If you would like to access any of the information we hold about you or have concerns regarding the way we have processed your information, please contact:

Data Protection Officer

Assurance

Cornwall Council

County Hall

Truro

TR1 3AY

Tel: 01872 326424

Email: dpo@cornwall.gov.uk

Complaints

We would prefer complaints to be made to us initially so that we have the opportunity to see if we can put things right. However, if you are unhappy with the way we have processed your information or how we have responded to your request to exercise any of your rights in relation to your data, you can raise your concerns with the Information Commissioner's Office. Tel No. 0303 123 1113 <https://ico.org.uk/concerns/>