

## **PRIVACY NOTICE**

For Kevren, the Cornish Language Newsletter

### **Who will control my data?**

- The Data Controller for all the information you provide on this form is Cornwall Council, New County Hall, Treyew Road, Truro TR1 3AY. Data Protection Registration Number: Z1745294

### **There's something I don't understand**

- If you need help in understanding this form, please contact the Cornish Language Office on telephone number 01872 323497 or by emailing [cornishlanguage@cornwall.gov.uk](mailto:cornishlanguage@cornwall.gov.uk).

### **How we will use the information about you**

- The information you provide on this form will be used to provide you with a copy of Kevren, the Cornish language newsletter.

### **Who else will we share your information with?**

- We will only use this information in conjunction with your request to receive a copy of the Cornish language newsletter.

### **How will we look after your data?**

- You are signing up to an e-newsletter from Cornwall Council using a third party system which is outside of the European Union and as such has different laws on how your data is stored. The third party is committed to an international framework where data is secured to the same or higher standards of the European Union and information will only be used for Cornwall Council and will not ever be sold or used by any other third party. 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 notice.

### **How long will you keep this information for?**

- We will keep your contact information until whichever of the following occurs soonest: (i) four years after initial subscription, (ii) you unsubscribe from the newsletter or (iii) production of the newsletter ends. After reaching four years from the initial subscription, we will contact you to ask if you are happy to continue receiving Kevren and if the details we hold are still correct.

### **What are my data 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 if you wish (if you provided this to us electronically for automated processing, we will return it in the same way)
- have it amended if it's incorrect or incomplete
- have it deleted (where we do not have a legal requirement to retain it)
- withdraw your consent if you no longer wish us to process
- restrict how we process it
- object to us using it for marketing or research purposes
- object to us using it in relation to a legal task or in the exercise of an official authority
- request that a person reviews an automated decision where it has had an adverse effect on you

### **How do I exercise these rights?**

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](mailto:dpo@cornwall.gov.uk)

### **I don't agree with something**

We would prefer any 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 direct with the Information Commissioner's Office Tel No. 0303 123 1113 <https://ico.org.uk/concerns/>

### **Why do you need my information?**

- You have asked us provide you with future PDF copies of Kevren, the Cornish language newsletter so we need your name and email address. Without them we will not be able to provide you with the service.