

CORNWALL COUNCIL DARK SKY PRIVACY NOTICE

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 or completing this form, please contact the Planning Policy team on telephone number 01872 224309 or by emailing darksky@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 details of dark sky work in Cornwall including policy, guidance, designations and outreach activities.

How will we look after your data

Your data will be held within Cornwall Council's secure network and premises and will not be processed outside of the UK/EEA. 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?

Up to four years after the project ends.

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:

Simon Mansell
Data Protection Officer
Assurance
Cornwall Council
County Hall
Truro
TR1 3AY

Tel: 01872 326424
Email: 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 to consider comments on dark sky designation(s) in Cornwall and/or have asked to be kept up to date on dark sky project news so we need your name and email/address. Without them we will not be able to provide you with the service.

Customer Name: [you do not need to complete this if replying by email]

Customer Signature: [you do not need to complete this if replying by email]

Date: [you do not need to complete this if replying by email]