

West Cornwall Dark Sky Consultation Privacy Notice July 2019

Who will control my data?

The Data Controller for all the information you provide on this form is Cornwall Council, County Hall, Treyew Road, Truro TR1 3AY.

There's something I don't understand

If you need help in understanding or completing this form, please contact Cornwall Council's Planning Policy Team on telephone number 01872 224309 or by emailing localplan@cornwall.gov.uk.

How we will use the information about you

The information we were given about you/you have supplied will be used to help determine the next steps on the dark sky designation application. If you have requested to subscribe to Cornwall Council's Dark Sky Newsletter we will also use your data to send you this newsletter which includes details of dark sky work in Cornwall such as policy, guidance, designations and outreach activities.

Who has given us your personal data?

You are either providing your data directly to us or it has been supplied to us from another member of the West Cornwall Dark Sky Partnership.

Who else will we share your information with?

We will not share your personal data. Your consultation responses will be anonymised (i.e. removing your name, address and any other identifying data) before being shared with any other organisation including other members of the partnership or being made public.

Details of transfers

Your personal data will be held within Cornwall Council's secure network and premises and will not be processed outside of European Economic Area. 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?

For consultation responses this will be 3 years from the date of the consultation (anonymised responses may be available beyond this time), and for the newsletter up to 4 years after the dark sky 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:

Data Protection Officer, 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/>.