



## Archives and Cornish Studies Service Privacy Notice

The Data Controller for all the information you provide to the Archives and Cornish Studies Service is Cornwall Council, New County Hall, Treyew Road, Truro TR1 3AY. Data Protection Registration Number: Z1745294.

If you need help in understanding or completing our forms, please contact the Archives and Cornish Studies Service on telephone number 01209 614430 or by emailing [kresenkernow@cornwall.gov.uk](mailto:kresenkernow@cornwall.gov.uk).

The information you provide to the Archives and Cornish Studies Service will be used to process and fulfil your request. We will only use this information in conjunction with your request and will not share your information with anyone (unless specified below).

- For deposits, donations or withdrawals we will keep your information permanently.
- For access to or licence to use closed material, or for licence to use copyrighted material we will keep your information permanently.
- For individual or group photographic consent we will keep your information permanently.
- For e-newsletter sign ups the information you provide will be used as evidence that you consent to your email address being added to the Kresen Kernow e-newsletter subscribers list on Mailchimp. We will keep this information permanently unless you ask us to unsubscribe you from the list.
- For copying or research services we will keep your information for seven years after the order has been processed.
- For accessing original archive material we will keep your registration information for four years after your first visit.
- For bookings for events, talks, group visits, workshops and outreach we will keep your information for up to one year after the booking.
- For volunteer and work experience applications we will keep your information for one year after the end of your placement.
- For evaluation and profile forms we may share anonymised information with the National Lottery Heritage Fund. We will keep volunteer profile forms for one week and evaluation forms for one year after the end of the Kresen Kernow project.

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

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 it
- 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

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).

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/>.