**Directorate: Enterprise**

**Service Area: MonLife, Museums**

**Contact Details:** [**dataprotection@monmouthshire.gov.uk**](mailto:dataprotection@monmouthshire.gov.uk)

**Privacy Notice Name: Museum Courses Contacts List**

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| **How we will use your information**  Monmouthshire County Council has obtained the following categories of your personal data:  Contact Details  **Source of your personal data**  If you would like further information on the source of this information please contact Monmouthshire County Council. You may be required to apply for this information as a Subject Access Request. |
| **Purpose and legal basis for using your information**  **Our legal reason(s) for using your information:**  Processing is necessary for the performance of a public task |
| **Your right to withdraw your consent**  You have the right to withdraw your consent to the processing of this information. To withdraw your consent, please contact the Service Area whose details are contained on the top of this document. |
| **Who will have access to your information?**  The Data Controller for your information is Monmouthshire County Council.  Email: dataprotection@monmouthshire.gov.uk  Other Data Controllers may also be responsible for your information, depending on the specific circumstances. Please contact the Service Area for further information.  **These are the departments we share your data with internally:**  Museums  **There are circumstances where we are legally obliged to share your information with :**  Government Law Enforcement Agencies e.g. with the Police under the Prevention or Detection of Crime Act.  **Requests for information**    All recorded information held by Monmouthshire Council may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and General Data Protection Regulation including any other Data Protection law.  If the information you provide is subject to such a request, where possible Monmouthshire County Council will consult with you on its release. If you object to the release of your information we will withhold your information if the relevant legislation allows. |
| **How long will we retain your information?**  How long Monmouthshire County Council retains information is determined through statutory requirements or best practice.  Please refer to our retention schedule here - *We will retain your personal information for 3 years.  Where the information relates to financial transactions we will hold those records for 7 years.* |
| **Your Rights**  **Your rights under the General Data Protection Regulation are:**   * The right to be informed * The right of access * The right to rectification * The right to the rectification, blocking, erasure or destruction of your information in certain circumstances. * The right to restrict processing * The right to data portability * The right to compensation if Monmouthshire County Council fail to comply with certain requirements of General Data Protection Regulation in respect of your information.   For further information please refer to [www.ico.org.uk](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/) |
| **Complaints Procedure**  If you object to the way that Monmouthshire County Council is handling your data, you have the right to complain. Please contact the Service Area detailed at the top of this document outlining your issues. Please follow this link <http://www.monmouthshire.gov.uk/feedback> for further information on the complaints process.  If you remain unhappy you also have a right to complain to the Information Commissioner's Office [www.ico.org.uk](http://www.ico.org.uk) |

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