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| This Privacy Notice is for you to know what Monmouthshire Council will do with your personal information.  Monmouthshire Council is the Data Controller for your information and the contact address is:  Monmouthshire County Council  County Hall  The Rhadyr  Usk  NP15 1GA  Monmouthshire’s Data Protection Officer’s details are:  Kathryn Evans  01633 644307  [dataprotection@monmouthshire.gov.uk](mailto:dataprotection@monmouthshire.gov.uk) |
| **Directorate:** Tourism, Leisure & Culture  **Service Area:** Museums  **Contact Details:** 01600 710630  [**dataprotection@monmouthshire.gov.uk**](mailto:dataprotection@monmouthshire.gov.uk)  **Privacy Notice Name:** Museum Enquiries Contacts List |
| Your GDPR & Data Protection rights are:   * You have the right to be informed about your personal information * You have the right to get access to your personal information * You have the right to ask us to rectify/correct your information * You have the right to ask for your information to be erased the right to be forgotten * You have the right to ask us to restrict the processing/what we do with your personal information * You have the right to ask for your information in a portable format * You have the right to object to us processing your information * You have rights in relation to any automated decision made about you * You have the right to make a complaint to supervisory Authority this is the Information Commissioners Office (ico.org.uk). You can also make a complaint to us directly using the contact details in this notice * If you gave us your consent you have the right to withdraw it at any time |
| How did we collect this information about you?  We collected this information from you directly |
| What types of personal information do we collect about you?  Name and contact details |
| How do we collect this information?  Application forms or via your enquiry to us. |
| To collect and process your personal information we must have a reason and a legal basis  We have your consent which you can withdraw at any time |
| What will we do with your personal information, who will share it with?  *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.* |
| We will store and keep your data for a fix period, or occasionally there is a legal reason why we may never delete your information.  *We will retain your personal information for 3 years.  Where the information relates to financial transactions we will hold those records for 7 years.* |
| How do we keep your information secure?  Information is held within our enquiry files which are accessed by museum staff only. If we have corresponded with you via email that information is on our computers which are accessed by museum staff only.  If you transfer the data out of the EU, you must explain here and the security measures you have in place. |

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|  | **Privacy Notice No:**  **Date Created:**  **Date Published:**  **Version Number:** | 03/08/19  01/10/2019 |

Privacy Notices must be approved and signed off by Head of Service with advice from the Data Protection Officer

Once authorised, please contact [Alanburkitt@monmouthshire.gov.uk](mailto:Alanburkitt@monmouthshire.gov.uk) for Welsh translation.

(Due to anticipated high volume, could you please allow at least one week before return of documents)