



MONMOUTHSHIRE COUNTY COUNCIL DATA PRIVACY NOTICE

Directorate: Tourism, Leisure & Culture
Service Area: Museums
Contact Details: dataprotection@monmouthshire.gov.uk
Privacy Notice Name: Museum Marketing Contacts List

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:

We are relying on your explicit consent to process your personal information

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

These are the agencies/ organisations we share your data with externally:

We currently use one third party service provider, Mailchimp, who works on our behalf to distribute our monthly e-newsletter. We only disclose the personal information to them that is necessary to deliver this service. The Data Processing Agreement we have in place requires them to meet GDPR standards. When you opt-in to receive our newsletter Mailchimp will keep a record of the opt-in IP address and date. They also record details of who opens and reads our e-newsletters and when they read them. This is to be able to provide us with demographic breakdown information if required.

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.



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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.*

Marketing

You have consented to your contact details being used for marketing purposes. You will / have been provided with details of the marketing that Monmouthshire County Council would like to carry out, together with any options such as how you would like to be contacted. You are able to withdraw your consent to marketing at any time by contacting the Service Area details on the top of this form.

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 object
 - 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

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 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



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