

Clerk: Mrs Sarah Rimell
Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG
Telephone: 01209 711433
Email: enquiries@illoganparishcouncil.gov.uk



Privacy Notice

Who will control my data?

The Data Controller for all the information you provide on this form is Illogan Parish Council, Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG. Data Protection Registration Number: Z5655097

There's something I don't understand

"If you need help in understanding or completing this form, please contact the Clerk on 01209 711433 or by emailing enquiries@illoganparishcouncil.gov.uk

How we will use the information about you

The information you provide on this form will be used to process the contract and contact you about your application to hire the community room.

Who else will we share information with?

We will only use this information in conjunction with your application to hire the community room.

Your data will be held within and will not be processed outside of the UK. Access to your information will only be made to authorised personnel and members who are required to process it for the purposes outlined in this privacy policy.

Our sub-contractor(s) detailed in this privacy policy notice will also maintain the same levels of security that we do which are set out in the contract we have with them.

How long will you keep this information for?

6 years plus the current financial year, which runs from 1st April to 31st March

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, we will return it the same way).
- Have it amended if its incorrect or incomplete.
- Have it deleted (where we do not have a legal requirement to retain 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.

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:

The Data Protection Officer

Email: dpo@illoganparishcouncil.gov.uk

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I don't agree with something

We would prefer any complaints to be made to us initially so that we can 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 directly with the Information Commissioner's Office:

Tel: 0303 123 113 or online: <https://ico.org.uk/concerns>