**General Data Protection Regulation/Data Protection Act 2018 Privacy Notice**

**Who is the Data Controller?**

Cornwall Council commission Cornwall Housing Limited to provide the transit site facilities. Therefore, the joint Data Controllers for all the information you provide on this form are:

Cornwall Council, New County Hall, Treyew Road, Truro TR1 3AY. Data Protection Registration Number: Z1745294; and

Cornwall Housing Limited, Corserv Head Office, Higher Trenant Road, Wadebridge, Cornwall, PL27 6TW. Data Protection Registration Number: Z7599901.

The information you provide on this form will be used to confirm your application and onward management of the Transit Site.

Processing of your personal data is based upon your consent.

**How long will we keep your personal data for and where will it be stored?**

Your application details will be kept electronically or as a paper record, and information collected will only be used by the Council for the specific purposes for which it was collected and for any other relevant council purposes.

Non-successful applicant’s personal data will be kept for up to 4 years. Successful applicant’s personal data will be kept for up to 4 years following end of licence.

Once the retention period has expired, your personal data will be securely disposed of.

**Who will your personal data be shared with?**

Where you have indicated on the application form that you would like to make use of sign-posting services, your personal data will be shared with the organisation/service that you are signposted to for the purpose of making contact with you.

We may also need to share your personal data with Cornwall Council’s Council Tax or Housing Benefit sevice for the purposes of verification, at the point of issuing AllPay payment cards, at the comencement of your time at the site.

For customers utilising the Allpay payment card, Allpay may undertake periodic audits of the data held which will include access to the personal data provided for the Allpay service. For further information about government anti-fraud data matching, visit [www.cornwall.gov.uk/nfi](http://www.cornwall.gov.uk/nfi) or contact us on 0300 1234 161. Anonymous information may be used for statistical purposes.

Your personal data will not be passed to any other organisations except where required by law, for example: government anti-fraud data matching, especially council tax; benefits agencies; social services; national non-domestic rates (NNDR); housing; employment and pensions; and for the prevention and detection of crime.

**How will we keep your personal data secure?**

Your data will be held within Cornwall Council’s secure network and premises and will not be processed outside the UK. Access to your information will only be provided to authorised members of staff who are required to process it for the purposes outlined in this privacy notice.

**What are your rights as a Data Subject?**

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
* 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

**Who should you contact with any queries or concerns with the way in which your personal data is processed?**

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

Cornwall Council

County Hall

Truro

TR1 3AY

Tel: 01872 326424

Email: dpo@cornwall.gov.uk

We will always aim to resolve any queries or concerns you may have through our complaints process. However, in the event that you remain dissatisfied you have the right to complain to the Information Commissioner’s Office Tel No. 0303 123 1113 https://ico.org.uk/concerns/

**Privacy Notice - Closed Circuit Television (CCTV)**

CCTV has been installed in four locations across the Transit Site, in accordance with Section 163 of the Criminal Justice and Public Order Act 1994 for Local Authorities and the Crime and Disorder Act 1998 for the Police. Installation of CCTV will:

* Improve the safety and security of the site;
* Improve the safety and security of site users, visitors and community; and
* Assist in the prevention and detection of crime.

The four CCTV locations are:

**Camera 1** – covering the car park holding area, the office building and the water bore hut;

**Camera 2** – covering the sewerage system;

**Camera 3** – covering the main site pitches and ablution blocks;

**Camera 4** – covering the inside office and reception area.

Signs confirming that CCTV is in operation are displayed across the site, providing details of who to contact for further information about the scheme.

You have the right to see CCTV images of yourself and be provided with a copy of the images.

Images captured by CCTV will not be kept for longer than 28 days. However, on occasions there may be a need to keep images for longer, for example where a crime is being investigated.

Images are only disclosed to other authorised bodies who intend to use it for the purposes stated above. Images will not be released to the media for entertainment purposes or placed on the internet for public viewing.

CCTV is operated and disclosed in accordance with the codes of practice issued by the Information Commissioner and the Home Office.

**Declaration**

**All of the replies I have given on this form are true to the best of my knowledge and belief. I understand that any false or misleading information may result in my application being withdrawn or being evicted from the Transit Site. By signing and completing this form I give my consent for my personal data to be processed in line with the privacy notice provided.**

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| --- | --- | --- | --- |
| **Signature of Main Applicant:** |  | **Date** |  |
|  |  |  |  |
| **Signature of Transit Site Manager:** |  | **Date** |  |