



## Memorial Plaques For Porthcressa Beach

This form should be completed by anyone who would like to place a memorial plaque in the seating booths located on Porthcressa Beach, St Mary's, Isles of Scilly. As the Council of the Isles of Scilly we do not provide the memorial plaques only the maintenance service required, it is up to the individual to supply a completed plaque. This plaque must meet the specifications as seen below

Please return this completed form with the finished plaque to the Environment Services Department. You can email a copy to [environment@scilly.gov.uk](mailto:environment@scilly.gov.uk) or send your form to St Marys Library, Buzza Street, St Marys, Isles of Scilly, TR21 0HX. Once the plaque has been received you will receive confirmation of its location on the beach within 5-10 working days (weather dependent). All plaques will be placed free of charge.

### Specification of Plaque

1. The outside of the plaque must measure at 14cm (w) by 10cm (h)
2. The material used must be stainless steel
3. The plaque cannot contain any profanity or offensive subject matter

### Your Details

Title and forename:

Surname:

Address:

Postcode:

Contact telephone number:

Email:

I would prefer to be contacted via:

☐

Phone

☐

Email

☐

Post

**Declaration:** I confirm that the information provided by me on this form is correct. The Plaque here enclosed meets the conditions seen above. If the enclosed plaque does not meet the requirements the plaque will be return to sender.

Signature:

Date:

# Operations - Privacy Notice

- The Data Controller for the information you provide on any operations service form, is Cornwall Council, New County Hall, Treyew Road, Truro TR1 3AY. Data Protection Registration Number: Z1745294
- Information you provide on any operations Service form is private and confidential, and will be used so that we can:
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  - Ensure that we take the correct payment (if applicable)
  - Notify you if we need to renew your subscription to the service (if applicable)
  - Contact you in case of another query or an issue concerning the service you have requested.
- Forms will be held securely at our premises and/or on our electronic network for a period of up to 12 months after completion. Information will not be transferred outside of the EEA or used for marketing purposes. We will not share information with any other organization unless required to do so by law.
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  - have your information erased where we don't have a legal requirement to retain
  - withdraw your consent for us to hold your information
  - restrict how we process your information, e.g. object to us using your information for marketing or research purposes or 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

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- If you choose not to provide the personal information we have asked for, we will be unable to provide the service requested.

Please refer any complaints to us initially so we can try to 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 data rights, you can raise your concerns with the Information Commissioner's Office Tel: 0303 123 1113 <https://ico.org.uk/concerns>