* The Data Controller for the information you provide on any Active Scilly form, and for the images gathered via CCTV cameras in Carn Gwaval Wellbeing Centre, is Cornwall Council, New County Hall, Treyew Road, Truro TR1 3AY. Data Protection Registration Number: Z1745294
* The Information you provide on any Active Scilly form is private and confidential, and will be used to help us to keep you safe while attending our facilities or using our services, to ensure you are charged appropriately and to help us plan service delivery. Forms will be held securely at our premises and/or on our electronic network for a period of up to 12 months after completion, when it will need to be reviewed and updated if necessary. 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.
* CCTV images are collected (in the Carn Gwaval reception area, the gym and Sports Hall viewing area) for safety and security; for the prevention and detection of crime; to assist in investigations, and for evidence in any civil or criminal legal proceedings. CCTV images are normally held for approximately 30 days after the recording was made. After this time the recording stored on the hard drive of our CCTV system will usually be overwritten. However, if we receive an enquiry about a particular recording on our CCTV we will generally then retain that part of the recording until it is no longer required. This period can vary as it will depend upon the circumstances of the particular case, but for criminal or civil legal proceedings this could mean that the personal information is retained until after the legal case and any appeals have been concluded, which may be many years. As soon as it is no longer required we will then delete the personal information. No images from our CCTV cameras will be disclosed to any third party (other than our third-party CCTV maintenance service provider Gylly Tech and our remote monitoring partner PSM Ltd), without express permission being given by The Head of Service. Data will only be disclosed to a third party in accordance with Data Protection Laws.
* Under GDPR and the DPA 2018 you have the right to:   
   - access information that we hold about you or have it rectified if it’s inaccurate or incomplete (but you will need to provide evidence before we can do so)  
   - 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   
  If you would like to exercise these rights, please contact the Data Protection Officer (Cornwall Council, County Hall, Treyew , Truro, TR1 3AY Tel: 01872 326424 Email: dpo@cornwall.gov.uk ) and request a ‘Rights of Access, Rectification and Erasure Request’ form.
* 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 or go to

https://ico.org.uk/make-a-complaint/your-personal-information-concerns/