

Privacy Notice – Calderdale Creates Newsletter

Calderdale Metropolitan Borough Council (the Council) is responsible for handling your personal information. Our address is Town Hall, Crossley Street, Halifax, HX1 1UJ. We are registered with the Information Commissioners Office (ICO) and follow UK Data Protection laws to keep your information safe.

What Information We Collect

The following information will be collected directly from you:

- Name
- Email address

Who We Share Your Information With

Your personal information is collected for the purpose of including you the Calderdale Creates newsletter.

Sharing your personal data

Our newsletter service provider is Mailchimp who provide email marketing and automation software as a service. Mailchimp process your personal information as a processor on behalf of Calderdale Metropolitan Borough Council. Mailchimp may transfer and store your personal information securely outside the European Union. Where that is the case, it will be subject to equivalent legal protection through the use of Model Contract Clauses and the Mailchimp's membership of the Privacy Shield Scheme.

Your personal information will not be shared with any other organisations. We will never share your information with third parties without your consent unless the law allows us to do so.

How Long We Keep Your Information

Your information will be retained for 3 years, and for as long as you continue to consent to receive our newsletter. We will contact you periodically to ask if you wish to continue receiving the newsletter and to verify your consent for us to retain your personal information for this purpose.

If you unsubscribe, withdraw, or do not verify your consent or request your information to be removed and your data will be deleted.

The Legal Basis for Processing Your Data

- Your consent for the processing –Article 6(1)(a)

Your rights

The GDPR provides the following rights for individuals. Not all rights are absolute and therefore will only apply in certain circumstances:

1. The right to be informed.
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing.
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. Please contact creativity@calderdale.gov.uk you wish to make a request or want to withdraw your consent.

You have the right to complain to the Data Protection Officer if you feel that your data has not been handled in accordance with the law. The Council's Data Protection Officer can be contacted at information.management@calderdale.gov.uk

You also have the right to lodge a complaint with the Information Commissioner's Office at www.ico.org.uk