



Project: Galeri Trawsnewid Canol Dref Caernarfon

How we use your personal information

You have a right to know about the way information about you is used by us. Please read the following information as it refers to additional rights which you should know about.

Galeri Caernarfon is the data controller for your information. This means that the Company protects your information and decides on how it is used. The legal term for using information is processing. Also, the legal term for information about you is *personal data*.

The Company will process your personal information because the processing is necessary for compliance with legislation, for example responding to requests for information from our funders. The information will not be used for purposes that are not compatible with why it is gathered in the first instance. This could also include CCTV images.

The Company will not use your information for automated decision making or profiling. Profiling means any form of automated processing of your personal data to evaluate or analyse or predict things about you. This could include your economic situation, health, personal preferences, interests or behaviour.

The Company will not transfer your personal information to another country.

The Company collects and uses your personal information because it has a legal duty or right to do so; or to perform a public interest and / or social protection task; or because you have given your consent. The legal term for this is called *legal basis of processing*.

Personal information you provide may be shared with the following organisation(s) when appropriate and necessary to do so: Welsh Government, Gwynedd County council, Fire Service, North Wales Police, Technical monitoring bodies - Gas safe, NICEIC and contractors working for Galeri, professional advisers and consultants.

Your information will only be shared for the purpose it is intended.

The information you supply will be kept for as long as is required or necessary in accordance with our retention schedule, and will be destroyed securely. The retention periods are set out in the Company's list of retention periods, known as a retention schedule. If you wish to view a copy of our Retention Schedule please contact the Data Protection Officer by emailing:

post@galericaernarfon.com

You have legal rights, and it is important that you know what they are.

You have the right to obtain confirmation that information about you is being used. The Company will provide confirmation if you ask for it.

You have the right to obtain a copy of your personal data. You will be provided with copies of your personal data within the statutory period of one month (or if providing your personal data is a complex matter, this will be done as soon as is reasonable within 3 months). Your personal data will be provided to you free of charge, however, if your request is deemed *manifestly unfounded or excessive*, a reasonable fee will be charged. You may ask to obtain your personal data by contacting the Company's Data Protection Officer.

You have the right to have information about you corrected. This is known as the right of rectification. You have the right to ask that your personal data is rectified if it is incorrect or incomplete. This will be done within 1 month, or if your request is complex, within 3 months.

The right to have personal data erased. You have a right to have personal data erased in specific circumstances:

- Where the personal data is no longer necessary in relation to the purpose for which it was originally collected/processed.
- When you object to the Company's processing and there is no overriding legitimate interest for continuing the processing.
- If the personal data was unlawfully processed.
- When the personal data has to be erased in order to comply with a legal obligation.

The right to restrict processing. Where it is claimed that data is inaccurate or the right to erasure has been exercised you can require the Company to restrict processing until verification checks have been completed.

The right to data portability. Under certain circumstances, you have the right to obtain and reuse your personal data across different circumstances. You should contact the Company's Data Protection Officer if you feel this right applies to you.

The right to object. In addition to the right to object to your information being used for direct marketing, you have the right to object to processing based on the performance of a task in the public interest/exercise of official authority (including profiling), and processing for purposes of scientific/historical research and statistics.

The right to withdraw your consent at any time. This means that if the Company uses your consent to process your personal data, you can withdraw it. This does not change the lawfulness of processing that happens before you withdraw consent.

Rights in relation to automated decision making. You have the right not to be subject to decisions based solely on automated processing, including profiling, which produces legal effects on you or affects you in a significant way.

How to contact us

Please contact our Data Protection Officer by email, post or telephone if you have any queries about this privacy policy or the information we hold about you. The Company's Data Protection Officer (DPO) can be contacted by email: post@galericaernarfon.com. We hope that our DPO can resolve any query or concern you may raise about our use of your personal information. The General Data Protection Regulation also gives you the right to lodge a complaint with a supervisory authority where you work, normally live or where any alleged infringement of data protection laws occurred. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns>

Information Commissioner's Office,
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Email: casework@ico.gsi.gov.uk

Telephone: 0303 123 1113.