**Show and Tell Privacy Notice**

Carlisle City Council is committed to protecting and respecting your privacy in terms of how we collect, use, store and destroy your personal information.

We are the data controller of the personal information we will collect from you and under the General Data Protection Regulation, this privacy notice is designed to provide you with all the information you have a right to be provided with.

**Why are we collecting your personal information?**

We are collecting your personal information and facilitating wider sharing of your content to show what Carlisle has to offer and your talents.

**What allows us to collect your personal information?**

We will collect your personal information on the basis of your consent which we will seek from you whilst corresponding in relation to sharing your content. As we simply share your content, you have full control of it and can delete it at anytime. If you do not wish to delete it but simply want us to stop sharing it, please let us know and we will delete the link we have for your content.

**What personal information will we collect?**

We will collect any personal information which is included in the videos which you allow to us sharing. We will also gather your name and contact details to arrange for the sharing of your content and perhaps to ask you if we can share other content which you publish.

**What will we do with your personal information?**

The content will be shared on the Council’s Discover Carlisle website under the banner ‘Show and tell’. This will make the content available to the public at large, although you will have already done this. In terms of your name and contact details, they will only be used within the Council as per the purpose for processing as stated above.

**How long will we keep your personal information?**

We will continue to share your content on the Discover Carlisle website with your consent for as long as the

**Your rights are:**

* To be informed
* To access your personal information
* To have inaccurate personal information rectified
* To have personal information erased
* To restrict processing of your personal information
* To obtain and reuse your personal information for your own purpose
* To object to the processing of your personal information
* To not be subject to decisions based solely on automated means, including profiling

Should you be unhappy with the way Carlisle City Council has handled your personal information, we encourage you to let us know so that we can look into this for you and provide a response.

Should you then wish to lodge a complaint with ICO you can contact them at:

Website: <https://ico.org.uk/>

Address: Information Commissioner’s Officer, Wycliffe House,

Water Lane, Wilmslow, Cheshire, SK9 5AF

Email: Casework@ico.org.uk

Telephone: 0303 123 1113

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| **Carlisle City Council can be contacted at:**  Address: Civic Centre, Carlisle,  Cumbria, CA3 8QG  Email: [customerservices@carlisle.gov.uk](mailto:customerservices@carlisle.gov.uk)  Telephone: 01228 817200 | **Carlisle City Council’s Data Protection Officer can be contacted at:**  Address: Civic Centre, Carlisle,  Cumbria, CA3 8QG  Email: [dataprotection@carlisle.gov.uk](mailto:dataprotection@carlisle.gov.uk)  Telephone: 01228 817200 |