

Privacy Notice for Wye Catchment Partnership

Information Held About you

In order to provide you with information about the activities of the Wye Catchment Partnership (WCP), it is necessary for us to collect and hold personal information about you. This information will include:-

- Basic details about you such as your name, the organisation you work for, address, telephone number, email address
- Contact we have had with you, for example if you attend WCP meetings

Who is processing my data?

All personal data held, is processed in accordance with data protection law. The Data Controller for the information outlined in this privacy notice is Wye Catchment Partnership.

How will we use the Information we hold about you?

We will collect information about you (where applicable) to:-

- Send you a monthly newsletter
- Send you occasional emails such as inviting you to attend meetings or webinars
- Record your attendance at meetings and events

What is the legal basis for us to process your data?

The legal basis for processing the data is

- your consent, which you can withdraw at any time by notifying us at wycatchmentpartnership@herefordshire.gov.uk

Who we will share your information with

We may share your information with partner organisations, including:-

- the host organisation for the Wye Catchment Partnership, so that they can manage membership lists and contact members about events and meetings. The host organisation is Herefordshire Council.

We will not normally share your information with other organisations without your consent, however, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

How Long do we Keep your Records

We will only keep your information for the minimum period necessary. The information outlined in this privacy notice will be kept for the duration of your membership of the Wye Catchment Partnership. All information will be held securely and destroyed under confidential conditions.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To request your records, you will need to put your request in writing and provide proof of identification to the Wye Catchment Partnership, c/o Environmental and Energy Management Team, Herefordshire Council, Plough Lane, Hereford HR4 0LE or via email wycatchmentpartnership@herefordshire.gov.uk

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Providing Accurate Information

It is important that we hold accurate and up to date information about you in order to assess your needs and delivery the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

Further information

If you have any questions or concerns about how your information is used, please contact the Wye Catchment Partnership Steering Group via Environmental and Energy Management Team in the first instance, at Herefordshire Council, Plough Lane, Hereford HR4 0LE, telephone (01432) 383262, email: wycatchmentpartnership@herefordshire.gov.uk

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>

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