

Fair Processing Notice – Pembrokeshire Nature Partnership

1. Why do we collect and keep your personal information?

We collect and use your personal information so that we can provide you with information and networking opportunities, develop projects and share best practice in nature conservation in line with our Terms of Reference and Working Guidance for the Pembrokeshire Nature Partnership (available here: <https://www.pembrokeshire.gov.uk/biodiversity>).

The Processing of your data is because it is necessary for the performance of a public task to do so.

2. How Information about you is used.

The information that you provide will be processed according to the General Data Protection Regulation 2016 and the Terms of Reference and Working Guidance for the Pembrokeshire Nature Partnership (available here: <https://www.pembrokeshire.gov.uk/biodiversity>). A core function of this Partnership is to provide a network of interested parties to develop effective action to halt the decline in biodiversity and promote the resilience of ecosystems. Unless you have instructed us to the contrary, we will assume that you consent to your contact details being shared amongst partners for these purposes as deemed appropriate by the Partnership's Biodiversity Implementation Officer.

We have a duty to protect the public funds we administer and may use the information provided by you for audit and reporting purposes, this could be our funders or the Wales Audit Office.

We will also make any disclosures required by law and we may also share this information with other bodies responsible for detecting/preventing fraud or crime or for auditing/administering public funds to ensure money is targeted and spent in the most appropriate and cost effective way. In order to achieve this, information may be shared with other internal departments within Pembrokeshire County Council including Community Regeneration, Property, Rights of Way or Area Maintenance teams.

We will not disclose your personal information to third parties for marketing purposes.

3. How long do we keep hold of your information?

We will retain the information as a permanent record in order to facilitate effective action to halt the decline in biodiversity and promote the resilience of ecosystems into the future. If you no longer wish us to hold your information, email the biodiversity Implementation Officer at biodiversity@pembrokeshire.gov.uk and you will be removed from mailing lists and other records will be deleted subject to reporting / audit requirements if you have been involved in projects funded by public money.

4. Access to my personal information?

You can find out if we hold any personal information by making a subject access request under the General Data Protection Act Regulation. To make a request for any personal information we may hold please contact;

Access to Records Team: accesstorecords@pembrokeshire.gov.uk

Pembrokeshire County Council
County Hall
Haverfordwest
SA61 1TP

5. Your Rights.

Under the General Data Protection Regulation, you have rights as an individual which you can exercise in relation to the information we hold about you:

- The right of **access** – you are entitled to request access to and a copy of, information we hold about you.
- The right to **rectification** – you have the right to ask to have your information corrected.
- The right to **restrict** processing may apply – you may request that we stop processing your personal data however, this may delay or prevent us delivering a service to you. We will seek to comply with your request but may be required to hold or process information to comply with our legal duties.
- The right to **object** – this is not an absolute right and will depend on the reason for processing your personal information.
- The right to **not be subject to automated decision-making and profiling**

6. Complaints or Queries.

Pembrokeshire County Council on behalf of Pembrokeshire Nature Partnership endeavours to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this seriously. We encourage people to bring to our attention if they believe that our collection or use of information is unfair, misleading or inappropriate.

This privacy notice does not provide exhaustive detail of all aspects of our collection and use of personal information. However we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below:

Jo Hendy, Data Protection Officer
Pembrokeshire County Council
County Hall
Haverfordwest
SA61 1TP

Email: dataprotection@pembrokeshire.gov.uk

Telephone: 01437 764551

If you want to make a complaint about the way we have processed your personal information, you can contact the Information Commissioner's Office as the statutory body which oversees data protection law:

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

Email case worker@ico.org.uk Telephone No: 0303 123 1113

7. Changes to this privacy notice.

We keep our privacy notice under regular review.