

Fair Processing Notice – Cleddau 2 Coast Fisheries Local Action Group (FLAG)

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

We collect and use your personal information so that we can implement and deliver the Local Development Strategy of the Cleddau to Coast Fisheries Local Action Group (FLAG). Your personal information may be added to a database in order to communicate FLAG-related activities and deliver FLAG projects. Your information may also be used as part of the Pembrokeshire County Council procurement process for FLAG projects.

The Processing of your data is because:

- It is necessary for the performance of a public task in the public interest to do so.

Some types of personal data are more sensitive than others, and need more protection. This is classed as 'special category data'.

Unless you have given your explicit consent and it is relevant to a specific requirement of a funding application. The information we hold will not include any special categories.

2. How Information about you is used.

The information that you provide will be processed according to the General Data Protection Regulation 2016 and Data Protection Act 2018, and those related to the European Structural and Investment Funds 2014-2020 (Regulation (EU) No 1303/2013) and European Maritime and Fisheries Fund (Regulation (EU) No 508/2014).

We have a duty to protect the public funds we administer and may use the information provided by you to help us do so.

We will also make any disclosures required by law and we may also share this information with other bodies responsible for detecting or preventing fraud and crime or auditing and administering public funds. This will ensure money is targeted and spent in the most appropriate and cost effective way. In order to achieve this, information may be shared with Rural Payments Wales (RPW) and with The Auditor General for Wales.

We will not make any disclosures to third parties for marketing.

Your data will be secure and confidential at all times and we will only collect the personal information that is required to provide you with our service.

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

We will retain the contact information you have provided to us for the duration of the FLAG. However document and record retention periods for funding beneficiaries are not linked to the programme closure process. These documents will be kept for a longer period which is specified in the Welsh European Funding Office (WEFO) Eligibility Rules and Conditions for Support from the European Structural Funds 2014-2020 article 5.1.4.1. After this period your information will be securely disposed of.

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 Regulation 2016 and Data Protection Act 2018. To make a request for any personal information we may hold you need to contact:

Access to Records Team

Pembrokeshire County Council

County Hall

Haverfordwest

SA61 1TP

accesstorecords@pembrokeshire.gov.uk

01437 775798

5. Your Rights.

Under the General Data Protection Regulation 2016 and Data Protection Act 2018, you have rights as an individual which you can exercise in relation to the information we hold about you, not all rights will apply, it will depend on the legal basis for processing your data.

- The right to be **Informed** – Individuals have the right to be informed about the collection and use of their personal data. This is a key transparency requirement under the GDPR.
- 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.

6. Complaints or Queries.

Pembrokeshire County Council 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