



## Privacy Notice – Environmental Health (Greenprint Forum)

### Introduction

Environmental Health have provided this privacy notice to help you understand how we collect, use and protect your information whilst we administer the Greenprint Forum and carry out discretionary consultations, projects or communications.

The document below will describe how we may collect and process your personal information.

The purpose of this document is to clearly acknowledge the Council's responsibilities in relation to the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

### Definitions

**Personal Data** means any information related to an identified or identifiable natural (living) person ('**data subject**') i.e. a person that can be directly or indirectly identified by reference to a name, ID reference number, email address, location data, or physical, physiological, genetic, mental, economic, cultural or societal identifier

**Special Personal Data** previously known as 'sensitive personal data', relates to race, ethnic origin, politics, religion, trade union membership, genetic data, biometric data, health, sex life or sexual orientation. Records of criminal personal data must also be treated in a similar way.

**Data Controller** determines the purposes and means of processing personal data.

**Data Processor** is responsible for any operation which is performed on personal data on behalf of the controller e.g. collection, recording, organisation, structuring, storage, adaption or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or making available, alignment or combination, restriction, erasure or destruction.

**Third Party** is someone / somebody who is not the Data Controller, the Data Processor or the Data Subject.

### Who we are

Our role is connecting and supporting communities, organisational and youth champions and elected representatives to enable them to achieve our vision: drawing in funds, facilitating discussion, providing training, organising events and linking research to need. [www.eastsuffolk.gov.uk/environment/east-suffolk-greenprint-forum](http://www.eastsuffolk.gov.uk/environment/east-suffolk-greenprint-forum).

The Council is the 'data controller' for the information which is collated and processed. This means we are responsible for deciding how we can use your information. If you want more information regarding the services delivered, please go to our [website](#).

The Council regards lawful and correct treatment of personal information as critical to their successful operations, maintaining confidence between the Council and those with whom they carry out business. The Council will ensure that they treat personal information correctly in accordance with the law.

This is a discretionary service.

The Data Protection Officer for ESC is Siobhan Martin, Head of Internal Audit, and can be contacted at [dataprotection@eastsoffolk.gov.uk](mailto:dataprotection@eastsoffolk.gov.uk)

### How the law protects you

UK GDPR says that we are allowed to use personal information only if we have a proper reason to do so. More information on how the law protects you can be found on the [East Suffolk website](#).

### Our Responsibilities

UK GDPR provides us with main responsibilities for processing personal data.

All personal information provided by you is held securely and in confidence by us in our computerised and other records. When we process your personal information, we do so in compliance with UK GDPR.

For further information on our responsibilities, please see the [East Suffolk website](#).

### Your Rights

The UK GDPR provides you with the following rights:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making
9. The right to withdraw consent
10. The right to complain

Requests in relation to your rights with regards to the personal data we hold should be made verbally or in writing to the Data Protection Officer.

For further information on your rights, please see the [East Suffolk website](#).

### Your responsibilities

You are responsible for making sure you give us accurate and up to date information, and to let us know if any personal information we hold is incorrect.

### **When do we collect information about you?**

We collect information about you from different places, including:

- Sign in sheets provided at events.
- Membership forms submitted by you.
- Online membership forms.
- Surveys you have filled in online or in hard copy.
- Emails or correspondence you have sent to us.
- Contact details you have provided to enable us to support you or a group or building you are affiliated to.
- Details you have made publically available online in the form of contact details in association with a group, Town or Parish Council, or other organisation.

### **What information do we maintain?**

The information about you which we will maintain will include:

- The data we need to contact you. Your email address and phone number or in certain cases where you have actively opted in your address, environmental interests and affiliations. Emails and scanned hard copies of relevant correspondence.

### **How do we use your information?**

We will be using your information to:

- Share information with you that is directly related to the Greenprint Forum or information that is deemed by the Environmental Sustainability Officer or an authorised substitute to be of relevance to your interests.
- We will also use anonymised data for the purposes of research and statistical monitoring (e.g. number of members coming from East Suffolk). It will not be passed to third parties.
- Remind us of any particular queries, suggestions or concerns you have raised that will help us administer the Greenprint Forum or its projects such as but not limited to plastic Action Champions or help you improve your local environment and/or meet our goals as a Forum.
- If you have registered as a Plastic Action Champion volunteer we will share your information with the external coordinator responsible for coordinating this project and they will use your information to contact you to share information with you that is directly related to the Plastic Action Champions scheme. The external coordinator will not pass your information on to any third parties unless you specifically ask them to pass your details on to another Plastic Action Champion volunteer. The external coordinator will also use your details to add you to a closed group on Facebook provided for Plastic Action Champions to facilitate networking and information sharing only if you have opted in to joining this group in addition to registering as a Plastic Action Champion. The external coordinator is a Data Processor acting on our behalf.

### **How long do we keep your information?**

Discretionary information: We will hold your personal information for three years, and you can request that your personal information is deleted at any time.

## Data Sharing

We will share anonymised data on membership numbers, localities and interest with the Greenprint Forum Membership.

We will share names, email addresses and/or phone numbers with Greenprint Steering Group members when it is necessary so that they can contact you about opportunities relevant to your interests.

If you have registered as a Plastic Action Champion volunteer we will share your information with the external coordinator responsible for coordinating this project on our behalf and they will share your name, email address and/or phone number with other Plastic Action Champion volunteers only at your explicit request and only with those other individual volunteers that you specify, for the sole purpose of facilitating networking between individual volunteers.

## Transferring your information overseas

We may use web-based services in the US to process your personal data, and rely on the EC's Decision (2016/1250) that the Privacy Shield Framework provides adequate safeguards for processing of personal data.

## National Fraud Initiative (NFI)

We may share information provided to us with other bodies responsible for auditing, or administering public funds, or where undertaking a public function, in order to prevent and detect fraud. For further information, see the [East Suffolk website](#).