

## **Data Protection Privacy Notice**

Service: Countryside and Leisure

Team: Countryside Team

Processing activity: Administering farming in protected landscape grants

### **The Data Controller**

East Devon District Council's Leisure and Countryside Service

Address: Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.

Contactable by emailing [countryside@eastdevon.gov.uk](mailto:countryside@eastdevon.gov.uk) or by calling 01395 517557.

### **The Data Controller's Representative**

Charles Plowden: Service Lead, Countryside and Leisure

Contactable by emailing [cplowden@eastdevon.gov.uk](mailto:cplowden@eastdevon.gov.uk) or by calling 01404 515616.

### **The Data Protection Officer**

Henry Gordon Lennox

Contactable by emailing [dataprotection@eastdevon.gov.uk](mailto:dataprotection@eastdevon.gov.uk) or by calling 01395 517401.

### **Obtaining your personal information**

The personal information we hold about you will be your name, business address and contact details which you will have provided to us when making your application. We will also process information relating to your business including land ownership data and your role within the business.

Where relevant to your application, we may process special category data but this will only be processed with your consent.

### **Use of your personal information**

We are using your personal data to process your application and on the basis of public task under the Natural Environment and Rural Communities (NERC) Act 2006

### **Who will receive or see my personal information?**

Your personal information will be available to be seen by those within the AONB Team and by officers and members making up the Grant Panel set up to assess your application and to make any award. Information may also be shared within support services (such as the Legal and Finance teams and third-party payment handlers working on our behalf) where necessary to carry out the purpose of the application process.

Details about your application will be publicly available online but this will only include information about the application and the business and will not include any personal or identifiable data.

Information about you/your application will be shared with the Rural Payment Agency for the purpose of carrying out double-funding checks and with other partner organisations, including Defra, as required.

Information will also be shared with partner agencies for safeguarding investigations or for fraud identification and prevention.

We may also share information with our corporate safety officer when our staff safety is viewed as being at risk.

Your personal information will be stored securely and will not be accessible to anyone else, including other services within the Council, unless detailed above. We may use a third party software host to collate and store initial application.

## **Retention**

All your personal information will be held by us only for as long as is necessary and then in accordance with any legal requirements imposed upon us and the Council's retention schedule. For more information please go to our website to view our [Retention schedule](#)

## **Transferring personal information outside of the EU**

Your personal information will not be transferred outside the EU or to any international organisations by the Council. It should be noted that the Council has no control over those accessing its online public registers nor what someone does with any information they obtain from them.

## **Your rights**

Whatever our use of your personal information you have the right of access to that personal information (this means confirmation that we are using your personal information, access to it as well as other detail) and the right to seek rectification if the information is inaccurate.

Because we are using your information on the basis of public task then you also have the right to data portability and erasure.

Also, if you object to our use of your personal information and there is no overriding legitimate interest for us to continue using it or we have used your personal information unlawfully or it is no longer necessary for us to have the personal information, the right to erasure is also available to you.

Details on each of these rights and to how you exercise can be found on our website in the [Your Rights](#) pages.

## **Complaints**

If you are dissatisfied with the way the Council has used your personal information then you may wish in the first instance to make a complaint to the Data Protection Officer. This can be done by;

Writing to: Data Protection Officer, Information and Complaints, East Devon District Council, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.

You can also email: [dataprotection@eastdevon.gov.uk](mailto:dataprotection@eastdevon.gov.uk) or call 01395 517417.

Alternatively, or if you remain dissatisfied following your complaint to the Data Protection Officer, you may lodge a complaint with The Information Commissioner. The Information Commissioner is the UK's independent body set up to uphold information rights. The ICO can help and advise you on all matters relating to data protection.

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

Tel: 0303 123 1113

Information Commissioner's Office [website](#)

