

## **Data Protection Privacy Notice**

Service: Countryside and Leisure

Team: East Devon AONB

Processing activity: Hosting the AONB partnership and associated activities

### **The Data Controller**

East Devon District Council

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

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

### **The Data Processor**

Trisoft IT hosting and support

Address: Suite 109, Stanford House, 19 Castlegate, Nottingham NG1 7AQ

Contactable by emailing [info@trisoft.vo.uk](mailto:info@trisoft.vo.uk) or by calling 01158 223456

### **The Data Protection Officer**

Contactable by emailing [dataprotection@eastdevon.gov.uk](mailto:dataprotection@eastdevon.gov.uk)

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

We are using your personal information for the purpose of processing your request or enquiry and on the basis of your consent. This may be because you have volunteered with the AONB partnership; taken part in a feedback survey; applied for funding or registered for an event. All personal data will have been provided to us by you and will generally consist of your name, address and contact details, as needed for the purpose for which you have communicated with us.

We may have obtained your name, address and contact details as a land parcel owner/occupier within the East Devon AONB, registered with the RPA. This information will have been provided to us as part of a data sharing agreement with DEFRA and RPA as part of our farm related programme delivery under the AONB statutory management plan. This information will only be used to make contact with you in connection with this programme and is being processed on the basis of public task.

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

Your personal information will be available to be seen by those within the AONB team and within support services (such as the Legal and Finance Teams) where necessary to carry out the purpose.

If you are volunteering with us or taking part in an event, we may share information with the emergency services, if necessary and appropriate to do so.

We may also share information with our corporate safety officer when our staff safety is viewed as being at risk. Information may also be shared with partner agencies during safeguarding investigations and for fraud identification and prevention.

Your personal information will be stored securely by our data processor and will not be accessible to anyone else, including other services within the Council, unless detailed above.

## 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](#)

You may withdraw your consent at any time by emailing [info@eastdevonaonb.org.uk](mailto:info@eastdevonaonb.org.uk)

## Transferring personal information outside of the EU

If you subscribe to our email newsletter, your email address and name (if provided) will be processed via our third party supplier, MailChimp. This may involve your data being stored on servers outside of the European Economic Area. However, MailChimp have committed to adhere to the EU-US Privacy Shield Framework. You can view MailChimp's privacy information here [MailChimp's Privacy Statement](#)

## 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.

Where we are using your information on the basis of your consent then you also have the right to withdraw consent and to have your personal data erased.

Where we are processing in accordance with our statutory management plan and on the basis of public task, you have the right to object but your right to erasure and data portability to not apply.

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](#)