

PRIVACY NOTICE



Exmoor Non-Native Invasive Species (ENNIS) Project

Being transparent and providing accessible information to individuals about how we use personal information is a key element of the Data Protection Act and the General Data Protection Regulation (Regulation (EU) 2016/679).

The information being processed

The Authority collects personal information including names, addresses, telephone numbers, email addresses and land ownership or management details for the purpose of administering the ENNIS project and delivering invasive non-native species control across Exmoor National Park.

Information Sharing

To ensure that the Authority provides you with an efficient and effective service we will sometimes need to share your information between teams within the Authority as well as with our partner organisations that support the delivery of the service you may receive.

We will only ever share your information if we are satisfied that our partners or suppliers have sufficient measures in place to protect your information in the same way that we do.

We will never share your information for marketing purposes.

Retention Periods

We will only store your data for as long as necessary for the purposes for which it is held. Retention periods are defined within the Authority's internal Information Asset Register and records management policies. Further information can be provided on request.

Purpose of Processing Personal information

As a local authority, we deliver services to you. In order to do this in an effective way we will need to collect and use personal information about you.

The Data Protection Act 2018 and the EU General Data Protection Regulation ensure that we comply with a series of data protection principles. These principles are there to protect you and they make sure that we:

- Process all personal information lawfully, fairly and in a transparent manner.
- Collect personal information for a specified, explicit and legitimate purpose.
- Ensure that the personal information processed is adequate, relevant and limited to the purposes for which it was collected.
- Ensure the personal information is accurate and up to date.
- Keep your personal information for no longer than is necessary for the purpose(s) for which it was collected.
- Keep your personal information securely using appropriate technical or organisational measures.

Your Rights

You have certain rights under the Data Protection Act 2018 and the EU General Data Protection Regulations (GDPR), these are:

- The right to be informed via Privacy Notices such as this.
- The right of access to any personal information the Authority holds about yourself.
- The right of rectification, we must correct inaccurate or incomplete data within one month.
- The right to erasure. You have the right to have your personal data erased and to prevent processing unless we have a legal obligation to process your personal information.
- The right to restrict processing. You have the right to suppress processing. We can retain just enough information about you to ensure that the restriction is respected in future.
- The right to data portability. We can provide you with your personal data in a structured, commonly used, machine readable form when asked.
- The right to object. You can object to your personal data being used for profiling, direct marketing or research purposes.
- You have rights in relation to automated decision making and profiling, to reduce the risk that a potentially damaging decision is taken without human intervention.

Consent

Where consent is required (for example, to carry out treatment on your land), this will be requested clearly and separately.

You may withdraw your consent at any time, although this may affect the Authority's ability to deliver aspects of the ENNIS project on your behalf.

In some circumstances, the Authority may process or share information without consent where there is a legal obligation or other lawful basis, for example:

- To comply with statutory duties
- To fulfil contractual obligations
- To protect individuals or the public
- For the prevention or detection of crime
- Where required by law or court order

Where sensitive information is involved, it will only be shared with your explicit consent or where legally required.

Details of transfers to third country and safeguards

Your personal and sensitive data will only be stored and processed on servers based within the European Economic Area (EEA).

Data Controller

Exmoor National Park Authority is registered as a data controller with the Information Commissioner's Office (registration number: Z9285589).

Contact details for the Authority's data controller are:

Data Protection Officer, Exmoor National Park Authority, Exmoor House, Kemps Way, Dulverton. Somerset. TA22 9HL

Email: data@exmoor-nationalpark.gov.uk