

**Privacy Notice:**

We will collect personal data from the forms which you complete with us and will process it for the purpose of meeting contractual obligations entered into by you, with ourselves. We will in return provide you with information licensed to us for this purpose by Ordnance Survey under the Public Sector Geospatial Agreement (PGSA). For the purpose of audit by the data licensor, we will retain your details for 7 years following the termination of the agreement which you have with us.

The personal data we shall collect from you includes your name, address, business organisation (where applicable), e-mail address and telephone number.

With the exception of audit purposes, we will not share your personal data with any third parties. We shall hold your data secure on firewall-protected and encrypted servers and process them in accordance with the Data Protection Principles.

We shall delete your data once it is no longer required and the time limit above has expired. You have the right to check what personal data we hold on you without payment. We request that you make such requests to the Data Protection Officer, Broads Authority, 1st Floor, 62-64, Thorpe Road, Norwich. NR1 1RY or by e-mail to reception@broads-authority.gov.uk. We will correct any errors on request in relation to data held.

You also have the right to request erasure of your personal data when the data is no longer required and to object to the processing of your data. If you make such a request we will tell you if we accept your objection.

The data controller in respect of your personal data is Broads Authority at the address above. We are registered with and regulated by the Information Commissioner's Office of Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF. Telephone 0303 123 1113