

## Broadland Futures Initiative - Privacy notice

The following shall apply to any personal information (data) we receive as a result of the enquiries made in relation to the Broadland Futures Initiative and to explain your rights and give you the information you are entitled to under the Data Protection Act 2018.

The full Data Protection Policy can be found on the Broads Authority website: <http://www.broads-authority.gov.uk/data-protection-policy>

### 1. The identity of the data controller and contact details of the Data Protection Officer

The Broads Authority is the data controller. The Data Protection Officer can be contacted at [dpo@broads-authority.gov.uk](mailto:dpo@broads-authority.gov.uk) or (01603) 610734. The Data Processor will be the Environment Agency alongside the Broads Authority. Data Processors are obligated to adhere to the Data Controller's (Broads Authority) privacy and data protection policy.

### 2. Why we are collecting your personal data

Your personal data is being collected as an essential part of the consultation process, so that we can contact you regarding your response and for statistical purposes. We may also use it to contact you about related matters and keep you informed of any new progress and content relating to the Broadland Futures Initiative.

### 3. Our legal basis for processing your personal data

The Broads Authority may process personal data as necessary for the effective performance of a task carried out in the public interest, i.e. a consultation.

### 4. What information we collect

We collect only basic contact details such as an e-mail address, or if preferred, a postal address.

### 5. With whom we will be sharing your personal data

Your personal data will not be shared with any organisation or third party or transferred outside the UK.

### 6. For how long we will keep your personal data, or criteria used to determine the retention period.

Your personal data will be held for two years from the closure of the consultation. Any paper copies submitted will be uploaded onto our system and then destroyed immediately.

### 7. Your rights, e.g. access, rectification, erasure

The data we are collecting is your personal data, and you have considerable say over what happens to it. You have the right:

- a) to see what data we hold about you
- b) to ask us to stop using your data, but keep it on record
- c) to ask to have all or some of your data deleted or corrected

d) to lodge a complaint with the independent Information Commissioner (ICO) if you think we are not handling your data fairly or in accordance with the law. You can contact the ICO at <https://ico.org.uk/>, or telephone 0303 123 1113.

**8. Your personal data will not be used for any automated decision making.**