



## Identity and contact details of the Data Controller

Natural Resources Wales (NRW) is the Data Controller and is committed to protecting the rights of individuals in line with General Data Protection Regulation (GDPR).

## Contact details of the Data Protection Officer

Natural Resources Wales has a Data Protection Officer who can be contacted through [dataprotection@cyfoethnaturiolcymru.gov.uk](mailto:dataprotection@cyfoethnaturiolcymru.gov.uk) 0300 065 3000

## What information do we collect about you?

If you receive a scheduled e-newsletter from NRW about area statements and sustainable management of natural resources (SMNR) then you will have provided us consent to receive this e-newsletter. We use a dedicated system for e-newsletters that stores your name and e-mail address in a secure location, and will automatically remove your contact details from this distribution list if you click the 'unsubscribe' option in our e-newsletter.

We also have a separate database(s) for individuals and organisations (stakeholders) who we correspond with on the development of area statements. The type of contact we make may range from phone calls, e-mails with information, and invitations to attend events and meetings concerning the development of area statements. The details we store on this database will be your name, organisation you work/represent/volunteer for, business or personal telephone and/or mobile number, and your work or private e-mail address. We may also store your business or home address.

If you provide evidence/data/information that is related to the development of area statements then we will store this evidence/data/information in association with your contact details. If you have requested to remain anonymous upon submission of evidence/data/information then NRW will respect this decision and store this evidence/data/information anonymously.

If you wish to halt future correspondence with NRW on the development of area statements, then please contact us to inform us of this. We will remove your personal details from our stakeholder database, and will also remove you from our e-newsletter distribution list. If you want us to remove any evidence/data/information you have provided on the management of natural resources from our IT systems then please request this also.

## How will your information be used?

To support the development of area statements, as outlined under Part 1 section 11 of the Environment (Wales) Act 2016.

The purposes for the processing of personal data will include:

- contacting stakeholders and individuals to request their input to the development of area statements.

- Cataloguing information on natural resources management pertaining to particular locations, topics, and habitats.
- Documenting evidence on the management of natural resources in Wales
- Responding to enquiries/complaints

### What is our legal basis for processing your personal data?

For correspondence purposes on the development of area statements your personal data will be processed under the article 6 condition of the General Data Protection Regulation.

- Processing is necessary for the performance of a task carried out in the *public interest*.
- Processing is necessary for the purposes of the *legitimate interests* pursued by the controller or by a third party.

NRW has a public task under the Environment (Wales) Act 2016, part 1 section 11, to lead on the preparation of Area Statements. The act specifies that NRW is required to:

- *explain how the principles of sustainable management of natural resources have been applied in preparing the (area) statement(s)*

The sustainable management of natural resources as defined in part 1 section 4 of the Act requires NRW to:

- (c) promote and engage in collaboration and co-operation;
- (d) make appropriate arrangements for public participation in decision-making;
- (e) take account of all relevant evidence and gather evidence in respect of uncertainties;

NRW therefore has a public task to undertake public participation, which requires the processing of personal data. Processing will be limited, consisting of a list of stakeholders linked to the development of area statements. Some detail on specific knowledge or evidence on natural resources that is held by that person may also be included along with the individuals personal details. NRW will not store any **'Special categories'** of personal data that could be determined as sensitive personal data.

For those who receive e-newsletters our legal basis for you receiving this scheduled e-newsletter will be the consent that you provide either electronically via our online system, or by providing consent via a paper registration form at an NRW hosted event or meeting.

### Who receives your information?

The NRW staff responsible for the development of area statements and promotion of sustainable management of natural resources, plus technical staff responsible for maintain IT systems and communications services such as the NRW website.

### Any transfers to third countries and the safeguards in place

Your data will not be transferred to third parties without prior consent. We may request consent to share personal contact information and data we receive from corresponding individuals on the development of area statements if we believe that this data is of public interest. Third parties who may have an interest in accessing this data would be restricted

to those public sector organisations or public service providing companies/organisations who have a remit to undertake work in the public interest, e.g. water companies.

### **How long will your information be held?**

Your data will not be retained for the duration of the NRW area statement process. At present there is not fixed end date to the implementation of area statements, therefore we will keep your personal data under review to ensure that your details are up to date. For those individuals receiving our scheduled area statement and SMNR e-newsletter, we will retain your data on our system until you remove consent by un-subscribing.

### **What are the individual rights?**

**You have a right to access your personal information, to object to the processing of your personal information, to rectify, to erase, to restrict and to port your personal information. Please visit our [Data Protection webpages](#) for further information in relation to your rights**

Any requests or objections should be made in writing to NRW's Data Protection Officer: -

**Email – [dataprotection@cyfoethnaturiolcymru.gov.uk](mailto:dataprotection@cyfoethnaturiolcymru.gov.uk)**

**Data Protection Officer  
Natural Resources Wales  
Maes y Ffynnon  
Penrhos Road  
Bangor  
Gwynedd  
LL57 2DW**

### **Security of your information**

Your data will be retained on password protected IT systems and user restricted IT systems that can only be accessed by the NRW staff responsible for the development of area statements and SMNR communications.

### **How to make a complaint**

If you are unhappy with the way in which your personal data has been processed you may in the first instance contact NRW's Data Protection Officer using the contact details above.

If you remain dissatisfied then you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: -

**Information Commissioner's Office,**

**Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire,  
SK9 5AF**

**[www.ico.org.uk](http://www.ico.org.uk)**