

# Coastal Partnership East

## Privacy Notice

Coastal Partnership East consider your personal data to be of the utmost importance and have provided this Privacy Notice to help you understand how we collect, use and protect your information whilst we provide you with a service.

The purpose of this document is to clearly acknowledge our responsibilities in relation to the General Data Protection Regulation (GDPR) and Data Protection Act (DPA) 2018.

Coastal Partnership East considers the lawful and correct treatment of personal information as critical to their successful operations, maintaining confidence between the Partnership and those with whom they carry out business. The Partnership will ensure that they treat personal information correctly, in accordance with the law.

Coastal Partnership East fully endorse and adhere to the principles of data protection as set out in the GDPR and DPA 2018.

## How is your data held?

All personal information provided by you is held securely and in confidence by us in our computerised and other records. When we process your personal information, we do so in compliance with GDPR and DPA 2018. We maintain strict security standards and procedures with a view to preventing unauthorised access to your data. We undertake regular testing of our IT systems. We use leading technologies, such as data encryption, fire walls and service authentication to protect the security of your data.

All our staff and all third parties we may hire are required to observe our privacy standards and must complete privacy training.

One of the main responsibilities we have is that we process and hold your personal data securely.

The GDPR and DPA 2018 state that special personal data requires more protection and additional conditions for processing. We will process any special personal information only for the purposes for which you provide it, unless permitted by law.

## Your rights

The GDPR and DPA 2018 provide you with the following rights:

- The right to complain
- The right of access

- The right to be informed
- The right to withdraw consent
- The right to object
- The right to data portability
- The right to restrict processing
- The right to rectification

Any requests in relation to your rights with regard to the personal data we hold should be made verbally or in writing to the Head of Partnership.

## **The legal basis for processing your personal information**

GDPR and DPA 2018 say that we are allowed to use personal information only if we have a proper reason to do so. This includes sharing it with other parties. The GDPR and DPA 2018 state that we must have one or more of these reasons:

- Statutory obligation or legal duty
- To fulfil a contract we have with you
- We have a legitimate interest
- We have your consent
- It is necessary to protect public health and safety

We will only collect and process information that we need.

## **Our responsibilities**

GDPR Article 5 provides us with the main responsibilities to abide by, to ensure that personal data is:

1. Processed lawfully, fairly and in a transparent manner;
2. Collected for specified, explicit and legitimate purposes;
3. Adequate, relevant and limited to what is necessary;
4. Accurate and kept up to date;
5. Kept for no longer than is necessary; and
6. Processed securely.

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## **Breaches**

Coastal Partnership East will always treat any data breach as a serious issue, and all potential breaches will be thoroughly investigated.

## **How do we collect your information?**

We collect information about you from different sources:

- Direct from you
- Through a third party
- From publicly available sources
- From other organisations and agencies

We will only collect your personal information in line with the relevant regulations and the law.

We will obtain personal information through a number of different mediums such as telephone, email, in person, post, or online. At the point of data collection, the lawful basis for processing will be determined and explained.

## **What information do we maintain and how do we use it?**

Coastal Partnership East may need to maintain information about you to help inform you of our work, ongoing coastal projects or current consultations.

We will not use your personal data for purposes other than for what it was collated unless we have obtained your consent, or for other lawful purposes.

## **How long do we keep your information for?**

We will hold your personal information in accordance with statutory responsibilities and contractual requirements. If you have supplied personal information for a consultation or specific project the period of time the data will be held will be detailed within the privacy notice at the point of data collection. Once your information is no longer needed, it will be securely and confidentially destroyed.

If you have any questions or concerns about how we hold your data please contact our Head of Partnership Bill Parker by email at [bill.parker@eastssuffolk.gov.uk](mailto:bill.parker@eastssuffolk.gov.uk) or by telephone 01394 444553