

Privacy Notice for the Derbyshire and Nottinghamshire Climate Network

A Project run by MEA & LAEP.

Introduction

Marches Energy Agency (MEA) and the Notts and Derbys Local Authorities' Energy Partnership (LAEP) have created a community focused website to showcase and promote local community climate action across Derbyshire and Nottinghamshire. This is referred to as the Derbyshire and Nottinghamshire Climate Network. MEA owns, maintains and updates the website on LAEP's behalf.

1. Local community groups may request to have their group listed on the site, in the 'Contacts In your Area' page, by submitting the group's contact details in the form of email, website and social media addresses. Contact details of individuals are not accepted or published as part of the groups' contact information.
2. Local groups and individuals may submit relevant items to be posted in the 'What's On' page.
3. Individuals and groups may request to receive monthly Community Climate Action Network newsletters associated with this website by signing up on the 'Welcome' page or requesting via email to CCAN@mea.org.uk.

Information held about you

In order to provide the third service listed above to individuals, we need to collect and hold personal information about you. This information comprises your name and email address.

All personal data held, is securely stored and processed in accordance with data protection law.

MEA is the Data Processor who will process your information on behalf of the LAEP, purely for administration of the Network.

How we will use the Information we hold about you

We will collect information about you (where applicable) to:

- send you a monthly newsletter by email if requested by you.

What is the legal basis for us to process your data?

The legal basis for processing your data is:

- your consent, which you can withdraw at any time by notifying us.

Who we will share your information with

We may share your information with the LAEP only.

We will only share information with the LAEP that is necessary in order for you to access the service. However, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a 'need to know' basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

How long do we keep your records

We will only keep your information for the minimum period necessary. The information outlined in this privacy notice will be kept for a maximum of seven years. All information will be held securely and destroyed under confidential conditions.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To request your records, you will need to put your request in writing and provide proof of identification to MEA. Please email DataProtection@mea.org.uk or write to Data Protection, MEA, The Pump House, Coton Hill, Shrewsbury SY1 2DP.

You also have the right to:

- request restriction or object to processing of data in certain circumstances
- withdraw your consent at any time.

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

Providing accurate information

It is important that we hold accurate and up to date information about you in order to assess your needs and deliver the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

Further information

If you have any questions or concerns about how your information is used, please contact DataProtection@mea.org.uk in the first instance or telephone 0800 677 1307. You can also write to Davina Allen, MEA, The Pump House, Coton Hill, Shrewsbury SY1 2DP.

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>.