

Privacy Notice Template – for information gathered with consent

This template has been prepared to assist you in drawing up a Privacy Notice to comply with the requirements of the GDPR and should be used alongside the Guidance also sent to you. A Privacy Notice does not have to be presented in the way suggested below and does not have to use the same wording - this is a guide only and you should consider what layout, presentation and language will work best for your service and for your clients.

Consent has very specific data subject rights under GDPR, including the right to be forgotten, if you cannot honour these rights because of the duties which relate to your service and use of the personal information seek advice on a more appropriate Legal Basis from the Data Protection team and use a different template.

Why we need your information

The data on this form is being gathered for the purpose of contacting you to take part in further discussions if you have expressed your interest in this. Hertfordshire County Council will use this information to contact you for further engagement around climate change and the Sustainable Hertfordshire Strategy.

This information is being gathered and will be processed on the basis that you are giving consent for us to do so. If you wish to withdraw consent at any time you can do so by emailing SustainableHerts@hertfordshire.gov.uk.

What we will do with your information

The information you give us will be held by the Sustainable Hertfordshire team / department of Hertfordshire County Council and will only be used to contact you to take part in further discussions around climate change and the Sustainable Hertfordshire Strategy, if you have expressed your interest in this.

We will not share this information with a third party or use it for any other purpose.

How long we will keep your information

The information that you supply to us will be kept on file for **2** years. We may contact you at the end of this period to ask if you would consent to your details being held for longer.

What are your rights?

Hertfordshire County Council will be the Data Controller for this information.

You have the following rights in relation to this data:

- You have the right to be informed about what information we hold about you and how we use it.
- You have the right to request copies of any information the Council holds about you by making a subject access request.
- If information we hold about you is factually inaccurate you have the right to have it corrected.
- You have the right to object to the way we are using your data.
- You have the right to request that your data is deleted. However we may be unable to delete your data if there is a need for us to keep it. In this case you will receive an explanation of why we need to keep the data.
- You can also request that we stop using your data while we consider a request to have it corrected or deleted. There may be some circumstances in which we are unable to do this however we will provide an explanation if this is the case.
- In certain circumstances you may also request data we hold about you in a format that allows it to be transferred to another organisation.
- In the event that decisions are taken using automated processes you have the right to request that these decisions are reviewed by a member of staff and to challenge these decisions.

If you would like to request copies of your data, request that your data is deleted or have any other queries in relation to data which the Council holds about you please contact the Data Protection Team.

Data Protection Team
Hertfordshire County Council
County Hall
Pegs Lane
Hertford
SG13 8DQ
Tel: 01992 588099
Email: data.protection@hertfordshire.co.uk

You can also contact our Data Protection Officer at dataprotection.officer@hertfordshire.gov.uk or in writing to the address above.

If you are unhappy with the way that Hertfordshire County Council has used your data or with the way we have responded to a request you also have the right to contact the Information Commissioner's Office www.ico.org.uk .