

Privacy Notice

White Cliffs Countryside Partnership & Romney Marsh Countryside Partnership

Under the General Data Protection Regulation (GDPR), White Cliffs Countryside Partnership (WCCP) and Romney Marsh Countryside Partnership (RMCP) must be transparent and provide information to individuals about how we will process your personal information. WCCP and RMCP is administered by Dover District Council and so our policies and procedures are governed by Dover District Council, their Corporate Privacy Notice can be found [here](#).

Data Controller

Dover District Council is the Data Controller because, as the administering authority, it determines why your information is being processed and how it is being processed.

Processing is anything that is done with personal information including collecting, recording, structuring, storing, adapting, altering, retrieving, consulting, use and disclosure.

WCCP and RMCP staff are trained to handle your information correctly and protect your privacy.

Processing Activity

We rely on your consent as our lawful basis for processing your personal information.

We use this information to inform you about events, activities and other news about which you have expressed an interest. There are occasions when you must provide personal information. Where such an obligation exists either as a statutory or contractual requirement, the relevant specific notices will tell you and explain the possible consequences of failure to do so.

Staff will only share relevant information where required to do by law and with our lawful basis for processing. In some cases we might be requested to share data with some of our grant giving bodies but we would request permission from you to do this if this were to happen. We would hold this data for 5 years for site monitoring purposes, or 10 years for European grant giving bodies.

We will only keep your personal information for as long as is necessary to be retained. Once personal information is no longer needed, it will be deleted or destroyed confidentially.

Personal information we may hold:

- Name
- Date of birth
- Address
- Telephone number
- Email address
- Special category information (e.g. medical information)

Some of the information that is collected is classified as special categories of personal data. We have set out how we will process this type of information [here](#).

Your Rights

The GDPR provides the following rights for individuals:

- The right to be informed
- The right to access personal information that we hold about you
- The right to rectification of your personal information
- The right to erasure of your personal information
- The right to restrict processing of your personal data
- The right to information portability
- The right to object to processing of personal information
- Rights related to automated decision making including profiling

Please note: your request may restrict your access to the information that you have consented to.

For further information about your rights, including the circumstances in which they apply, see the guidance from the Information Commissioners Office (ICO) on individuals' rights under the General Data Protection Regulation (GDPR).

If you would like to exercise a right, please contact the Corporate Services Team at dataprotection@dover.gov.uk.

Keeping your personal information secure

Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Who to Contact

You can contact our Data Protection Officer, Harvey Rudd at dataprotection@dover.gov.uk or by writing to the Data Protection Officer at Dover District Council, White Cliffs Business Park, Dover, Kent CT16 3PJ.

The General Data Protection Regulation also gives you the right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns> or telephone 03031 231113.

Please refer to Dover District Councils Corporate Privacy Notice at <https://www.dover.gov.uk/privacy> for further details of how we process your personal information and your rights. This is also available in other formats (e.g. print)