

Lincolnshire County Council - Privacy Notice Lincolnshire Wolds Countryside Service

Privacy Notice

About Us

The Lincolnshire Wolds Countryside Service (LWCS) is the staffing unit that works on behalf of the Lincolnshire Wolds Joint Advisory Committee (JAC) to help protect and enhance the national protected Lincolnshire Wolds Area of Outstanding Natural Beauty (AONB). For more information on the aims and work programme of our service, and its relevant partners, please visit www.lincswolds.org.uk

The LWCS is hosted by Lincolnshire County Council (LCC), with LCC operating as the "Controller" of the personal data that you provide to us.

Why do we collect your personal data and how might we use it?

On occasion we may collect personal data as part of the Council's statutory duties towards helping to us to conserve, enhance and promote the nationally protected Lincolnshire Wolds AONB. (*Most notable legislation: Countryside Rights of Way Act – CRoW Act 2000, Sections 82-89; National Planning Policy Framework - NPPF Para's 115-116*).

We will not collect any personal data that we do not need in order to provide this service and as far as is reasonable and practicable, will ensure that the information recorded is accurate and kept up to date.

Some of your personal data may have been provided to us as you have expressed an interest and desire to be kept informed of our various work activities and partnership events. You may also have supplied us with some personal information through an application for grant funding (via the Sustainable Development Fund or our Small Grants Scheme), or as part of the statutory consultation process to help aid and inform the development and implementation of the five-yearly Lincolnshire Wolds AONB Management Plan.

What personal data do we collect?

We will collect the personal data about you in order to help us deliver the right service. The personal data we will collect will vary depending upon the nature of the project and our request but will typically include:

- Your name
- Your contact details; including address, telephone number and/or email
- Details of the land that is in your ownership
- Where relevant, information relating to various government grants that you receive (this is required under EU *de minimis* grant notification obligations)
- On occasion, financial information may be requested from us, especially where this is relevant to a grant submission to the LWCS's Sustainable Development Fund and Small Grant Scheme

Corporate Information Governance
"Confidentiality is everybody's business"

www.lincolnshire.gov.uk/informationgovernance

- Information on your sex (male, female, transgender), age, and employment status may be voluntarily requested when undertaking evaluation surveys e.g. as part of a Have Your Say Survey on the future of the Lincolnshire Wolds, or evaluation feedback as part of an event.

Who do we get your personal data from?

This information is collected in a number of ways:

- Provided to us directly by you when you sign up to use a service we are providing;
- Provided by another professional organisation involved in the provision of services;
- Provided by another professional organisation to allow the research and intelligence necessary to the LCC performing its statutory functions.

Other professional organisations that are likely to provide personal data in the delivery of this service include the members of the **Lincolnshire Wolds Joint Advisory Committee (JAC)**. These bodies include:

Relevant local authorities: East Lindsey District Council, West Lindsey District Council, North East Lincolnshire Council,

Government agencies including: Environment Agency, Forestry Commission, Natural England, Historic England.

Other third sector bodies including: Community Lincs, Country Land and Business Association, Heritage Lincolnshire, Lincolnshire Wildlife Trust, National Farmers Union, National Trust, Ramblers, TCV (The Conservation Volunteers).

Additional to the JAC partners we may also receive data from Anglian Water, the National Association for AONBs, the Lindsey Action Zone (administered by LCC), the Greater Lincolnshire Nature Partnership, the Central Lincolnshire Joint Planning Unit, and North Lincolnshire Council.

Who do we share your data with?

The type of service you receive and your personal circumstances will dictate who we share your personal data with. Where applicable, we will share your data with organisations that deliver services on behalf of the Lincolnshire Wolds JAC (the AONB Partnership).

We will only share information when it is necessary to do so. The council will not share your information without your consent unless the law requires or allows the LWCS to do so.

Other than statutory work requirements, you will only be contacted by us for the information that you have currently requested – for example to receive our regular e-newsletter Higher Ground, or information on events and fundraising opportunities. Very occasionally we may contact to invite your views on issues of relevance to those who work, live or visit the AONB designation (as per statutory duties).

How long do we keep your data for?

We are required to retain your personal data only for as long as is necessary, after which it will be securely destroyed in line with the council's retention policy or the specific requirements of the organisation who has shared the data with us.

Retention periods can vary and will depend on various criteria including the purpose of processing, regulatory and legal requirements, and internal organisational need.

How do we keep your data safe?

We have an information assurance framework in place which ensures that appropriate technical and organisational measures are applied to help keep your information secure and to reduce the risk of loss and theft.

Access to information is strictly controlled based on the role of the professional.

All staff are required to undertake regular data protection training and must comply with a variety of security policies designed to keep your information secure.

Your personal data is not processed outside of the EU by Lincolnshire County Council.

Further information regarding the Council's information security policy can be found [here](#).

Your Rights

You have a number of rights which relate to your personal data.

You are entitled to request access to any personal data we hold about you and you can also request a copy. Details of how to make such a request can be found [here](#).

You have the right to withdraw your consent for us to hold personal data at any time.

You can also request that we correct any personal data we hold about you that you believe is inaccurate; request that we erase your personal data; request that we stop processing all or some of it and request that automated decisions are made by a person.

We are obliged to consider and respond to any such request within one calendar month.

Further Information

If you wish to make a request or make a complaint about how we have handled your personal data please contact:

- Chris Miller, Team Leader – Countryside Services
- The Data Protection Officer at DPO@lincolnshire.gov.uk.

Alternatively, you can contact the council by writing to:

Lincolnshire County Council, County Offices, Newland, Lincoln, LN1 1YL

Or

Telephone: 01522 552222

Email: customer_services@lincolnshire.gov.uk

Fax: 01522 516137

Mini-com: 01522 552055

Or

Lincolnshire Wolds Countryside Service

Navigation Warehouse, Riverhead Road, Louth, Lincolnshire, LN11 0DA.

Tel: 01522 555780

Email: aonb@lincswolds.org.uk

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner's Office (ICO) www.ico.org.uk

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