

Forestry and Arboriculture Training Fund Privacy Notice

This Privacy Notice sets out:

- who we are;
- how to contact us;
- the types of personal data that we may collect and process;
- the lawful bases of the processing;
- who has access to your data and who the data may be shared with;
- how long we will retain your personal data;
- how we will protect your personal data;
- your rights as a data subject;
- consequences of failure to provide personal data.

Who we are

The Forestry and Arboriculture Training Fund is administered by East Midlands Business Limited (EMB) on behalf of the Forestry Commission. The Forestry Commission is the government department responsible for protecting, expanding and promoting the sustainable management of woodlands, while increasing their value to society and the environment.

More information about EMB can be found at: <http://www.emb-group.co.uk/about-us/>

The Forestry Commission and EMB are joint controllers of the information that we collect about you.

Contact Details

The contact details for Forestry Commission's Data Protection Officer (DPO) are:

Data Protection Officer,
Forestry Commission,
620 Bristol Business Park,
Coldharbour Lane,
Bristol
BS16 1EJ.

Forestry Commission's Data Protection Officer can be contacted at:

informationrights@forestrycommission.gov.uk

EMB's Data Protection Officer can be contacted at: dataprotectionenquiries@emb ltd.co.uk

DCMS and EMB are committed to being transparent about how they collect and use personal data and to meeting their data protection obligations.

The personal data that we collect

The personal data that we are required to collect and process for the Forestry and Arboriculture Training Fund includes:

- name, job title, address and contact details, including email address and telephone number.
- the ethnicity of applicants

Our lawful bases for processing your personal data

In accordance with Article 6 of the UK GDPR, the lawful basis for processing your personal data is to enable “*compliance with a legal obligation*” to which the Forestry Commission and EMB are subject. The Forestry and Arboriculture Training Fund is publicly funded, which requires the Forestry Commission and EMB to collect and process a range of details about applicants.

Ethnicity is classified as ‘special category data’. In order to lawfully process special category data, we are required to identify both a lawful basis under Article 6 of the UK GDPR and a separate condition for processing under Article 9. The Article 9 condition for processing special category data in this instance is “Reasons of substantial public interest - Equality of opportunity or treatment”. This sensitive personal data is collected to help us monitor equal opportunities and to research whether we deliver great experiences for everyone, regardless of their background or beliefs, but this is only ever analysed at an aggregate rather than individual level.

Who has access to your data and who might we share your information with?

Your information may be shared internally, including with project staff and managers and IT staff if access to the data is necessary for performance of their roles.

The Forestry Commission and EMB may also share your data with third parties that process data on their behalf, and which provide services to the Government and applicants as part of the administration of the Forestry and Arboriculture Training Fund. The Forestry Commission and EMB do not permit third parties to use the data for any other purpose.

Information may also be shared with other government bodies and funding organisations in order to detect and prevent fraud.

How long do we hold your information for?

DCMS and EMB will retain the data pertaining to the Forestry and Arboriculture Training Fund applicants until at least seven years after the Fund is closed.

How we protect your information

The Forestry Commission and EMB take security of your data seriously. The organisations have internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by employees in the performance of their duties. EMB holds Cyber Essentials Plus and ISO27001 accreditation.

Where the Forestry Commission or EMB engages third parties to process personal data on their behalf, they do so on the basis of written instructions, and under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

Your information rights

You have several rights in relation to the information that we hold about you:

- Access – you have the right to ask us for copies of your personal information;
- Rectification – you have the right to ask us to rectify information which you believe to be inaccurate. You also have the right to ask us to complete information which you think is incomplete;

- Erasure – you have the right to ask us to erase your personal information in certain circumstances;
- Restriction of Processing – you have the right to ask us to restrict the processing of your information in certain circumstances;
- Object to Processing – you have the right to object to the processing of your personal data in certain circumstances;
- Data portability – you have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances;
- Automated decisions and profiling – you have the right to prevent your information being processed and decisions made about you solely by automated means (without any human involvement).

The Forestry Commission and EMB do not use automated decision-making in the administration of the Forestry and Arboriculture Training Fund.

Information Commissioner's Office

You have the right to complain to the Information Commissioner's Office (ICO) if you are not satisfied with the way that either the Forestry Commission or EMB has handled your information.

The ICO is an independent body set up to uphold information rights in the United Kingdom. They can also provide advice and guidance and can be contacted through the Information Commissioner's website (www.ico.org.uk), via the helpline on 0303 123 1113, or in writing to:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5A

Consequences of failure to provide personal data

Failure to provide the required personal data may mean that Forestry Commission and EMB is unable to process your application to the Forestry and Arboriculture Training Fund.