Chorley Climate Change Business Accreditation Privacy Notice

**Your personal data**

By signing up to the Chorley Net Zero Business Accreditation Scheme you acknowledge that your personal data will be stored and used for the purposes of accreditation evaluation, post accreditation contact, to handle governance and termination investigations.

“Personal Data” is any information about a living person which allows them to be identified from that data (for example a name, photographs, videos, email address or addresses). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

The legal basis for processing your personal data is “legitimate interests” contained in Article 6(1)(f) of the General Data Protection Regulation 2016. This basis applies because the personal data provided is required to ensure the correctness of information provided and promotion of accredited businesses following accreditation is expected. This protects the integrity and credibility of the scheme. Any personal information provided for processing is provided voluntarily with the expectation of processing.

**Data Controller**

This privacy notice is provided to you by Chorley Council which is the data controller for your data.

Other data controllers the council works with:

* Lancashire County Council
* South Ribble Borough Council
* Community groups
* Charities
* Contractors
* Credit reference agencies

The personal data collected as part of the scheme will not be shared with any other data controllers (except in relation to shared services with South Ribble Borough Council) as there is no collective responsibility for the continuance of this scheme. If you have any questions, or wish to exercise your rights (see below) or wish to raise a complaint, then you should do so directly to the relevant controller of the accreditation scheme, the Climate Change Team.

**Data that we may process**

We will process some or all of the following personal data where necessary to perform our tasks:

* Names, titles, aliases and photographs
* Contact details such as telephone numbers, email addresses and addresses
* Information provided from your business through the application process detailing business processes and running features.

**How we use special category personal data**

Whilst we do not anticipate the storage of any special category personal data due to the nature of the scheme, it is at the discretion of the business applying what information they provide and find relevant within the application process which under the GDPR legislation may be classified as sensitive personal data.

We may process sensitive data including as appropriate:

* Racial or ethnic origin or similar information in order to monitor compliance with equal opportunities legislation – in order to comply with legal requirements and obligations to third parties

These types of data are described in the GDPR as “special Categories of Data” and require higher levels of protection. We need to have justification for collecting, storing and using this type of personal data.

**Using your personal data**

We use your personal data for some or all of the following purposes:

* to contact you by post, email, telephone or using social media (e.g. Facebook, Twitter, Whatsapp)
* to help us build up a picture of how we are performing
* to promote the interests of the council
* to maintain our own accounts and records
* to seek your views, opinions and comments
* to send you communications which you have requested and that may be of interest to you
* to allow the statistical analysis of data so we can plan the provision of services

**The legal basis for processing your personal data**

We are a public authority and have certain powers and obligations. Most of your personal data is processed for compliance with a legal obligations which includes the discharge of our statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of the people within the scheme. We will always take into account your interests and rights. This privacy notice sets out your rights and our obligations to you.

We may process personal data if it is necessary to monitor the performance of the scheme or your progression within the parameters of the scheme.

Sometimes the use of your personal data requires your consent. We will first obtain consent to that use.

**Sharing your personal data**

This section provides information about the third parties whom we may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is unlikely but we may need to share your data with some or all of the following (only where necessary):

* the data controllers listed above under the heading “Other data controllers the council works with”
* our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf or to maintain our database software
* on occasion other local authorities or not for profit bodies with which we are carrying out joint ventures, eg in relation to facilities or events for the community
* we may share your data with South Ribble Borough Council as part of the Shared Services agreements

**How long we keep your personal data**

For those accredited within the scheme, the data will be retained for the duration your involvement within the scheme.

If you wish to no longer be a member business of the scheme, your personal data will be erased, and you will be informed of this data removal. However, following a termination due to complaints via the governance process, we may continue to retain data in order to assess during future applications from the same terminated company.

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. We are permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims. We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when we no longer need it or when you are no longer accredited.

**Your rights and your personal data**

You have the following rights with respect to your personal data: when exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

**The right to access personal data we hold on you**

At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within 1 month.

There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

**The right to correct and update the personal data we hold on you**

If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated

**The right to have your personal data erased**

If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold. When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it to comply with a legal obligation).

**The right to object to processing of your personal data or to restrict it to certain purposes only**

You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation or right to continue to process your data.

**The right to data portability**

You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within 1 month of receiving your request.

**The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained**

You can withdraw your consent easily by emailing contact@chorley.gov.uk or by calling 01257 515151

**The right to lodge a complaint with the Information Commissioner’s Office**

You can contact the Information Commissioner’s Office on 0303 123 1113 or write to the Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

**Further Processing**

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

**Changes to this notice**

We keep this Privacy Notice under regular review and will place any updates on this website. This Notice was last updated on 3rd October 2023.

**Contact Details**

Please contact us by emailing climatechange@chorley.gov.uk. If you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

Climate Change Programme Officer

Chorley Borough Council,

Town Hall,

Market Street,

Chorley,

PR7 1DP

Email: climatechange@chorley.gov.uk

Telephone: 01257 515151