Eco-Centre CBS Ltd Data Privacy Notice

Your personal data

Personal data means any data which identifies a living person. Processing personal data (collecting, storing, using, altering, sharing or destroying personal information) is governed by the General Data Protection Regulation (GDPR).

Data Control

Eco-Centre CBS Ltd (Eco-Centre) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

Data Processing

Eco-Centre complies with its obligations under GDPR by

- keeping personal data up to date,
- storing and destroying it securely
- not collecting or retaining excessive amounts of data;
- protecting personal data from loss, misuse, unauthorised access and disclosure and • ensuring that appropriate technical measures are in place to protect personal data. We may use your personal data for the following purposes: –
  - To deliver services you've requested from us
  - Where our service has been funded by a third party and you have agreed, to fulfil the reporting requirements of the specified funding organisation
  - To evaluate our social impact
  - To evaluate the quality of our services
  - For audit and verification purposes
  - To inform you about similar services, activities or events (in accordance with the Privacy and Electronic Communications Regulations)

The legal basis for Eco-Centre processing your personal data

Processing is necessary for the performance of a contract Eco-Centre has with you or with a third party that has agreed with you that they employ us to work with you to deliver a service, or to go through the processes required to enter into a contract.

Processing is also necessary for Eco-Centre's legitimate interests so that we Eco-Centre monitor and evaluate our services and keep you informed about related services.

Sharing your personal data

Your personal data will be treated as strictly confidential, and will be shared only with the following:

- Regulatory Authorities where this is necessary to complete work on your behalf such as Legal Registration or the completion of Annual Returns
- Funding organisations who have paid for the service (to the extent that this has been previously agreed by you with those organisations and/or Eco-Centre)

- Third parties providing you with associated services (to the extent that this has been previously agreed by you with those organisations and/or Eco-Centre, and who are contractually required to protect your data and comply with GDPR.)

How long we keep your personal data

No longer than necessary to complete the contracted work plus a reasonable period to deal with queries or complaints, legal claims or auditing queries. It is our policy to minimise personal data held.

Your rights and your personal data

You have the following rights with respect to your personal data:

- to request
    - a copy of any data Eco-Centre holds (there will be no charge for the first request, but subsequent requests will be charged at £10),
    - Eco-Centre to correct any data that is inaccurate or out of date,
    - data is erased where it is no longer necessary Eco-Centre to retain it,
    - Eco-Centre provides you data we hold and to transmit that data directly to another data controller;
    - a restriction on further processing while any question of accuracy or our right to hold or process it is resolved
- to object to the processing of personal data;
- to lodge a complaint with the Information Commissioners Office.

Transfer of Data Abroad

Eco-Centre will not do this.

Automated Decision Making

Eco-Centre will not do this.

Further processing

Eco-Centre will not use personal information for any purpose not covered by this notice and by our contract with you unless and until we have varied that contract with you and/or issued you with an amended notice

Contact Eco-Centre

To exercise all relevant rights, queries or complaints please in the first instance contact the Eco Centre Data Control Officer Steve Howell at info@ecocentresw.org. The registered office of Eco Centre is 10 East Reach, Taunton TA1 3EW, and the company registration number is 8446

Contact the Information Commissioners Office

You can contact the Information Commissioners Office on 0303 123 1113 or via email https://ico.org.uk/global/contact-us/email/