

Privacy Notice – National Brownfield Forum 2023/2024 Sector Review

Who is collecting my personal data?

The data controller is CL:AIRE. You can contact CL:AIRE's Data Protection Manager by email at: enquiries@claire.co.uk

Any questions about how CL:AIRE is using your personal data and your associated rights should be sent to the above contact.

The Data Protection Officer responsible for monitoring whether CL:AIRE is meeting the requirements of the legislation can be contacted by email at: enquiries@claire.co.uk

Why is CL:AIRE using my personal data?

CL:AIRE in the capacity as the National Brownfield Forum (NBF) secretariat will use your personal data when it consults you and receives your comments and views on proposed NBF activities that you have indicated are of interest to you. CL:AIRE may contact you directly inviting you to give your comments and views in reply to the 2023/2024 sector review.

If you reply to the 2023/2024 sector review, your personal data will likely consist of your name and contact details and the comments and views that you give in your reply. CL:AIRE will use your personal data to record your comments and views and take your reply into account – as far as possible with all other replies – when decisions are being made as a result of the review.

What is the legal basis in data protection law for CL:AIRE's use of my personal data?

There are two legal bases in data protection law that apply to CL:AIRE's use of your personal data for the sector review:

- (1) your consent; and
- (2) the use (or processing) of your personal data necessary for the performance of a task carried out in the public interest.

Your consent is the initial legal basis for the use of your personal data for the purpose of the review. If CL:AIRE has contacted you directly to inform you of the review exercise, it's because you have previously informed CL:AIRE that you would like to receive communications in relation to the subject matter. Whether you received directly from CL:AIRE or any other way, if you reply to the review, you do so freely and voluntarily after having the opportunity to be fully informed by the review documents.

If you reply to the review, the legal basis for CL:AIRE's use of your personal data in your reply is that the use is necessary for the performance of a task.

Who will my personal data be shared with?

CL:AIRE (in its capacity as NBF secretariat) will publish a summary of responses on the NBF part of the CL:AIRE website (www.claire.co.uk/brownfieldforum); this will not include any personal data.

Within CL:AIRE, your personal and identifying data will be available to the team working on the consultation only. If individual consultation responses are required to be discussed with people outside of CL:AIRE team, then all personal data will be removed.

Will my personal data go outside the UK?

No, all CL:AIRE data is processed and held on UK servers. Any personal data will be subject to the UK GDPR, which protect your rights in relation to your personal data.

If you are relying on my consent to use my personal data, can I withdraw my consent?

You have the right to withdraw your consent at any time by using the CL:AIRE contact details given in the documents supporting this sector review. If you withdraw your consent, CL:AIRE may be able to continue to use any personal data it has already received up to that time for the purpose of the sector review you have replied to, particularly if your reply has already been included in the consideration of the proposals that are the subject of the review.

If I reply to the 2023/2024 sector review, how long will my personal data be held for?

CL:AIRE will hold your personal data for up to two years after the results of the review have been published.

What are the consequences for me if I don't provide my personal data or allow it to be used for the purpose of the review?

Your participation in the 2023/2024 sector review is voluntary and there will be no repercussions for you if you choose not to reply or if you withdraw your reply at any time.

What are my rights?

A list of your rights under data protection law is accessible at:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

How do I complain?

You have the right to lodge a complaint about the use of your personal data at any time with the Information Commissioner's Office (ICO – the data protection supervisory authority). If you wish to exercise that right, full details are available at:

<https://ico.org.uk/make-a-complaint/>

CL:AIRE's Privacy Policy

Please also see CL:AIRE's Privacy Policy, accessible by the following hyperlink, which broadly sets out details of CL:AIRE's processing of personal data:

[Privacy Policy \(claire.co.uk\)](https://claire.co.uk/privacy-policy/)