



Llywodraeth Cymru  
Welsh Government

## GUIDANCE

# Raising a concern about the functioning of environmental law: privacy notice

How we will handle any personal data you provide in relation to concerns about the functioning of environmental law.

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Welsh Government does not require you to provide any specific personal data to submit a concern about the functioning of environmental law. We do, however, recognise that your email address can amount to personal data and so this, along with any personal data you do choose to provide, will be managed in line with all extant data protection legislation. Welsh Government will be the data controller for it and we will process it in line with our public task and the official authority vested in us in order to deal with your concern and any matters arising from it.

Although the concerns you raise will be fully anonymised before being passed to the Interim Assessor for review, there may be occasions where the Interim

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Assessor requires more information to consider the concern raised and may wish to contact you. If that is the case, we will contact you to seek your permission to share your data with the Interim Assessor. Any correspondence between you and Welsh Government or you and the Interim Assessor will be stored securely by Welsh Government.

The report on your concern and the annual report will not include your personal data.

Case files for concerns (including your personal data) submitted to the Interim Environmental Protection Assessor for Wales will be retained for up to 3 years after your case has been fully resolved. However, for simple enquiries that can be responded to immediately, we will delete your personal data 1 month after the response has been sent to you. If we need to retain information for longer periods for any reason we will inform you.

Under data protection legislation, you have the right:

- to be informed of the personal data Welsh Government holds about you and to access it
- to require us to rectify inaccuracies in that data
- to (in certain circumstances) object to or restrict processing
- for (in certain circumstances) your data to be 'erased'
- to (in certain circumstances) data portability
- to lodge a complaint with the Information Commissioner's Office (ICO) who is our independent regulator for data protection

If you wish to contact Welsh Government in relation to your rights under data protection legislation then you can contact the Welsh Government Data Protection Officer:

Data Protection Officer  
Welsh Government

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Cathays Park  
CARDIFF  
CF10 3NQ

Email: [dataprotectionofficer@gov.wales](mailto:dataprotectionofficer@gov.wales)

However, we will deal with a request however you contact us.

The contact details for the Information Commissioner's Office are:

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Phone: 01625 545 745 or 0303 123 1113

[Information Commissioner's Office](#)

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