



Llywodraeth Cymru
Welsh Government

PUBLICATION, DOCUMENT

Register of Woodland Planners: privacy notice

This privacy notice ensures that your personal data will be processed fairly and lawfully and in a transparent manner.

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Introduction and purpose

Your privacy is important to us and in line with the UK General Data Protection Regulations (UK GDPR) we have developed a Privacy Notice that covers why we collect and use your information. This privacy notice ensures that your personal data will be processed fairly and lawfully and in a transparent manner.

To ensure applicants to Welsh Government funding schemes for woodland plans have access to recommended Woodland Planners we have created a Register of Woodland Planners. To compile the Register, Welsh Government, as the Data Controller will need to process and publish personal information provided by Woodland Planners who wish to appear on the Register.

What is the Lawful Basis for processing?

The personal data is being processed with your consent through your application to appear on the Register as a Registered Woodland Planner, and as part of Welsh Governments public task; that is to exercise its official authority in accordance with Section 60 of the Government of Wales Act 2006. This is in line with the lawful basis as set out in Article 6 of the UK General Data Protection Regulation.

What personal information do we need to process

- your name
- your work email address
- your employer/organisation you represent

- your Rural Payments Wales (RPW) Customer Reference Number (CRN)
- your work phone number
- your business address
- your Public Liability Insurance information
- your Chartered Status information
- your biography

Why do we need to process your personal data

We need to process your information to maintain the Register of Woodland Planners in line with the Terms and Conditions (T&Cs) you agreed to when submitting your application. This is to ensure you are eligible to appear on the Register, to populate the online Register, to enable RPW to check your eligibility to appear on their Woodland Plan Register, to liaise with Natural Resources Wales (NRW) to ensure you have completed the requirements to remain on the Register such as attending training and producing Woodland Plans.

Who will have access to your data

The collected information you provide will be accessible by Welsh Government Officials in order to process your applications and assess your ongoing eligibility to be a Registered Woodland Planner. To verify your eligibility and carry out the annual review of the Register as notified to you in the T&Cs, we will only share with relevant individuals and bodies outside of Welsh Government, including NRW, information if and when necessary in assessing this criteria. NRW's Privacy Notice can be found here: [Natural Resources Wales / Privacy notice](#)

From your details you provide us with we will make available to the general public through publishing on gov.wales only your name, work email address,

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work phone number, business address, details of your employer or the organisation you represent, your Welsh language status, the Regions of Wales you cover, a link to your website and your biography as part of the online Register.

How long are your details kept

Your details will be retained on our systems whilst you are an active Registered Woodland Planner and thereafter in line with Welsh Government retention policy for up to 10 years as part of our ongoing delivery of Welsh Government policy objectives.

Removing your details from the Register

To remove your details from the Register or for any related matters email:

WoodlandPlanners@gov.wales

CynllunwyrCoetiroedd@llyw.cymru

Your rights

Under the data protection legislation, you have the right:

- to access the personal data the Welsh Government holds on you
- 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'

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- to lodge a complaint with the Information Commissioner's Office (ICO) who is our independent regulator for data protection

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 01625 545 745 or 0303 123 1113

Website: www.ico.org.uk

The Freedom of Information Act and your Information

The Freedom of Information Act 2000 and the Environmental Information Regulations 2004 allow the public to ask to see information held by public bodies, including the Welsh Government. The information you provide us may be the subject of a freedom of information request by another member of the public. We would consult with you to seek your views before responding to such a request.

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Changes to this policy

The Welsh Government may make changes to this privacy policy at any time. Changes will be posted here and are effective immediately. When changes occur to this policy we will contact you on the email address we have recorded in your account to enable you to review the new version.

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
Cathays Park
CARDIFF
CF10 3NQ

Email: DataProtectionOfficer@gov.wales

This document may not be fully accessible.

For more information refer to our [accessibility statement](#).

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