# Privacy notice for Participants in Carbon Literacy Trust courses associated with the Environmental Strategy Unit

## What personal data do we collect?

Chichester District Council (CDC) manages personal data in accordance with the General Data Protection Regulation (GDPR) 2016 and is a public authority as defined within the GDPR. CDC is both the data controller and processor in the current context.

Whether CDC is the data controller or the data processor, we are committed to doing the right thing when it comes to how we collect, use and protect your personal data.

**The personal data we collect are:**

* your name,
* organisation (where applicable),
* job title (where applicable),
* email address,
* postcode (required to receive Carbon Literacy certificate).

**Optional provision of:**

* gender,
* age,
* work status,
* ethnicity,
* disability

We will protect your privacy and any personal data that you provide in relation to the work we undertake and your contact with us will be stored securely and used only for the correct purposes.

## Why we need your information and how we use it

The Council delivers Carbon Literacy Trust (CLT) training. It uses prospective participants’ contact information to organise the course and CLT uses name, organisation (where applicable), job title (where applicable), email address, postcode to issue a Carbon Literacy certificate. The other information is optionally provided by participants to assist CLT with diversity monitoring. This information is provided on the pledge form that participants submit at the end of the course outlining the climate-related actions they intend to take.

## Legal basis

We rely on GDPR Article 6 (1) (a) “the data subject has given consent to the processing of his or her personal data for one or more specific purposes.”

## Who your information may be shared with

As a course participant, you complete a pledge form giving some personal data, along with greenhouse gas emission reduction actions that you are committing to. You are advised this will be sent to the Carbon Literacy Trust for consideration of Carbon Literacy certification. We also request your consent to contact you within 12 months of being trained to ask how your carbon reduction steps are going.

## How we protect your information

Your data are stored in a computer file that is only accessible by named officers working on climate change and their line managers.

## Your right of access

You have the right to obtain from the data controller confirmation as to whether or not personal data concerning you is being processed and other information such as why and how it is being processed. Where this is the case, you have a right to access the data we hold and can contact us using the contact details in the 'How to contact us' section.

## How long we keep your information

We will keep pledge data for 12 months to allow us to re-transmit data to Carbon Literacy Trust in case the first transmission failed and to enable Environmental Strategy Unit officers to follow-up with you for monitoring purposes. Thereafter pledge data will be destroyed.

## How you can contact us

If you would like to discuss anything in this privacy notice, please contact the climate change team within the Environmental Strategy unit, either by email at [climatechange@chichester.gov.uk](mailto:climatechange@chichester.gov.uk) or by phone on 01243 521175 or 01243 534767.

## Your rights

You have certain rights under UK data protection legislation, including:

* The right to be informed
* The right of access
* The right to rectification
* The right to erasure
* The right to restrict processing
* The right to data portability
* The right to object
* Rights in relation to automated decision making and profiling.

If you have a concern about the way we are collecting or using your personal data, we request that you raise this with us in the first instance. Alternatively, you can contact the [Information Commissioner's Office(opens in a new window)](https://ico.org.uk/make-a-complaint/).