

# Eco Schools Database Privacy Notice

This privacy notice applies to the Eco Schools Database provided by Worcestershire County Council and should be read in addition to Worcestershire County Council's [Full Privacy Notice](#).

The privacy notice will cover:

- [Purpose for processing](#)
- [Personal information collected and lawful basis](#)
- [Who we may share your information with](#)
- [How long we will hold your information](#)
- [Your information rights](#)

## Purpose for processing

Worcestershire County Council is the controller for the database of local Eco schools.

The service process personal information in order to carry out delivery and administration of the Eco Schools Database either directly or jointly with partners and commissioned private and third sector providers. This includes:

- Provide updates on local Eco Schools events and national Eco Schools initiatives and support
- Contact you for good practice examples
- Contact regarding other projects relevant to Eco Schools

## Personal information collected and lawful basis

Our consultants are required to collect information about you when you voluntarily register for information and events relevant to local eco school activity.

The programme processes personal information which is relevant to individual cases which may include, but is not limited to, the following personal data:

- Personal details – e.g. name / age / address
- Contact information – e.g. telephone numbers / email address

The legal bases for processing this personal information are:

- Consent

## Who we may share your information with

We may need to share the personal information you have given to us or we've collected about you with our consultants.

## Eco Schools Database Privacy Notice

At no time will your information be passed to organisations external to Worcestershire County Council for marketing or sales purposes or for any commercial use without your prior express consent.

If you have consented to receive marketing, you may opt out at a later date. If you no longer wish to be contacted for marketing purposes, please contact [learningforsustainability@worcestershire.gov.uk](mailto:learningforsustainability@worcestershire.gov.uk)

Information will only ever be shared when it is strictly necessary to help us provide effective services and you may have the right to refuse. We will not pass it onto any other parties unless required to do so by law or in all reasonable circumstances the disclosure is fair and warranted for the purposes of processing or subject to a data protection exemption.

We have specific data sharing agreements in place with local agencies and sometimes the law requires that we may have to pass your details on to a third party, for example, to prevent crime.

### **How long we will hold your information**

We will hold your contact details on our mailing list until we receive a request from you to remove your details.

More information about our retention periods can be found in our [summary Disposal Schedule](#).

Please note stated retention periods may be subject to any legal holds imposed under the Inquiries Act 2005 that may concern the information and override standard retention periods.

### **Your information rights**

You are entitled to a copy, or a description, of the personal data we hold that relates to you, subject to lawful restrictions. Please go to our [Make a Data Protection Request webpage](#) to find out how to make a request.

You may be entitled to rectification, restriction, objection, and erasure of your personal information depending on the service and legal basis. Please in the first instance contact [dataprotection@worcestershire.gov.uk](mailto:dataprotection@worcestershire.gov.uk) to exercise these Information Rights or call the main Worcestershire County Council contact telephone number of **01905 765765**.

Please see our overarching Privacy Notice (<http://www.worcestershire.gov.uk/privacy>) for further contact details and if you have a complaint about your information rights.

### **Changes to this notice**

We keep this Privacy Notice under regular review and we will place any updates on this web page. This Notice was last updated on 17 October 2018.