



## Climate Change Survey Privacy Notice

We take your privacy seriously and will only use your personal information for the purpose(s) listed in section 2 below. This notice provides details of how the Council collects and uses information (data) about you.

We will keep your information (data) secure at all times.

### 1. Who we are.

a) The Controller for the information we hold is Wakefield Council. Contact details:

Telephone: 01924 306112

Email: [dataprotection@wakefield.gov.uk](mailto:dataprotection@wakefield.gov.uk)

b) If you have any queries regarding your information that we are using for the purpose outlined in section 2, please contact the Controller's representative. Contact details:

Education & Awareness Officer – Climate Change  
[Climateaction@Wakefield.gov.uk](mailto:Climateaction@Wakefield.gov.uk)

c) The Council's Data Protection Officer is the Corporate Information Governance Team Manager: Contact details:

Telephone: 01924 306112

Email: [dpo@wakefield.gov.uk](mailto:dpo@wakefield.gov.uk)

### 2. How we use your data:

The Climate Change Team needs to collect the following information about you:

Name

Postcode

Contact details, either an email address, telephone number or address.

We use this information to contact you if you are a winner of the Climate Change competition you have entered and to be contacted by our Energy Saving Team where you have indicated that you wish to be contacted by them.

To enable us to provide our home energy saving service to you we will share your information with the Energy Saving Team if you agreed to do so by ticking to required tick box on the survey.

Should you decide not to provide any of the information we request from you then you will not be entered into our competition or be contact by the Energy Saving Team.

### **3. What authority does the Council have to collect and use this information?**

Wakefield Council declared a climate emergency in May 2019 and set a goal to become a carbon neutral organisation by 2030. As part of this declaration we also hope to support the district to reach this goal within a similar timeframe. The Climate Change Action plan was created in order to set out a framework to achieve this. Delivery work will inevitably require us to engage with members of the public in an attempt to raise awareness of the underlying issues and to attempt to change people's behaviours to reduce the personal carbon footprints of residents living in this district. As part of this effort, we need to try to be innovative in our attempts to create buy-in, and having an on-message prize draw linked to a survey was aligned with this aspiration. In addition, having a consent opt-in for further tailored communications – targeted at interested parties – around promoting the work we are doing under the climate change programme is also conducive to the council meeting its future net zero targets.

### **4. How long will we keep your data?**

We will keep your personal information collected for the purpose(s) detailed in section 2 for a period of 48 months (4 years) after which time it will be deleted from our systems. The reason for keeping information for this period of time is to allow enough time for participants to complete the survey, as the closing date may be extended. Also to give the Climate Change Team and the Energy Saving Team enough time to contact the competition winners and those who want to learn about efficient home heating. We also would like to option to send a newsletter to show the work the climate change team have been doing for those who wanted to be kept up to date.

### **5. Your rights and your personal data**

Under the GDPR you have the following rights:

#### **Right of Access**

You have a right of access to the personal information that the Council holds about you, and/or the right to be given a copy of the data undergoing processing.

#### **Right to Rectification**

You have the right to request that the Council corrects any personal data if it is found to be inaccurate, incomplete or out of date.

#### **Right to Erasure**

In certain circumstances, you may have the right to request your personal data is erased.

#### **Right to Restriction of Processing**

You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

#### **Right to Portability**

You have the right to request the Council provide you with your personal data and where possible, to transmit that data directly to another data controller. However, this only

applies to data that you have provided to us and not to all the information that the Council holds about you.

### **Right to Object to Processing**

In certain circumstances, you may have a right to object to the processing of your personal data.

### **Right of Complaint**

You have a right to lodge a complaint with the Information Commissioner, please find contact details below.

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

To exercise any of your rights, you should contact the Data Controller's representative as shown in section 1b.

### **8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.