



Permitting and Licensing Privacy Notice

The EU General Data Protection Regulation (GDPR) includes rules on giving privacy information to individuals and place an emphasis on making privacy notices more transparent, and accessible.

A privacy notice must be supplied to the individual at the time we collect/they provide you/NRW with their personal data. Under GDPR, the information we provide to individuals about how we process your personal data must be:

- concise, transparent, intelligible and easily accessible;
- written in clear and plain language, particularly if addressed to a child; and
- free of charge.

Data Controller

Natural Resources Wales (NRW) is the Data Controller and is committed to protecting the rights of individuals in line with GDPR.

Data Protection Officer

Natural Resources Wales has a Data Protection Officer who can be contacted through dataprotection@cyfoethnaturiolcymru.gov.uk 0300 065 3000

What information do we collect about you?

We collect personal data from you to enable us to process permit applications. This includes name, address, telephone number, mobile number and email address. For permits which attract a fee we will require your payment details.

How will your information be used?

Your personal data is used:

- to process and provide permits for the operations you wish to carry out.
- for compliance purposes
- to inform the public about the work you are carrying out by using our public register and/or placing a public notice or advertisement in local newspapers
- to contact you, when necessary, regarding matters that relate to your permit activity.

Regime	Who receives your information?	How long will you information be held for
Marine Licencing	<p>Centre for Environment, Fisheries and Aquaculture Science (Cefas). Royal Society for the Protection of Birds (RSPB), Trinity House, Maritime and Coastguard Agency, Royal Yachting Association, Ministry of Defence, The Local Harbour Authority, Department for Transport, The Crown Estate / Swangrove Estate. The Crown Estate / Swangrove Estate are the owners of the foreshore / seabed in the majority of case, The Local Planning Authority, Local Archaeological Trusts, Marine Enforcement Officers, Marine Branch, Transport Policy, Planning and Partnerships, Flood and Coastal Risk Management Branch, Members of the public</p> <p>Stakeholder Group – personal details held</p>	<p>10 years following expiration.</p> <p>Review / Destroy</p> <p>Checked annually. Deleted on request</p>
Forestry Licencing	<p>CADW, National Parks, Local Authorities, Welsh Government Rural Payment Wales, Welsh Government Forest Policy, Members of the public</p> <p>Felling Licence applications – refused</p> <p>Felling Licence applications referred to LA under TPO regulations</p>	<p>i)Unconditional licence - 3 years after the licence expires</p> <p>Review / Destroy</p> <p>ii)Conditional licence - 5 years after the 10 year maintenance period expires</p> <p>Review / Destroy</p> <p>5 years Destroy</p> <p>2 years Destroy</p>
Species	Local authorities, Local police forces, Welsh Government, Britist Trust for Ornithology	<p>10 years</p> <p>Destroy after expiry</p>

Waste	Animal and Plant Health Agency, AONB Boards including Anglesey, Gower, Clwydian Range and Dee Valley, Associated British Ports, CADW, Centre for Environment, Fisheries and Aquaculture Science (CEFAS), Civil Aviation Authority, County Ecologist, Fire Rescue Service, Food Standards Agency, Health and Safety Executive, National Grid, Public Health England, Public Health Wales, Dwr Cymru, Severn Trent Water, Pembrokeshire National Park Authority, Brecon Beacons National Park Authority, Welsh Health Boards: Betsi Cadwaladr / Hywel Dda / Abertawe Bro Morgannwg / Cardiff & Vale / Cwm Taf / Aneurin Bevan / Powys Teaching. , All local authorities in Wales, Members of the public	7 years following expiration. Review / Destroy
Water Quality	National Park, Water undertakers (mainly DCWW), Harbour Authority, CADW, British Waterways, Natural England, Local Authority – Environmental Health; County Ecologist, Members of the public	7 years following expiration. Review / Destroy
Regulated Industry	Natural England, Local Authority environmental protection department, Local Planning Authority, Local sewerage undertaker and/or local water undertaker, Local harbour authority, Local Sea Fisheries Committee (England) and/or Welsh Government (Wales), Local Port Authority, British Waterways, Local National Park Authority, Food Standards Agency, Health and Safety Executive, Public Health England and/or Public Health Wales, Fire and Rescue Service, Animal Health, Civil Aviation Authority, National Grid, Members of the public	7 years following expiration. Review / Destroy
Water Resource	National Park Authorities, Local Authorities, Cadw, The Royal Commission on the Ancient and Historical Monuments of Wales, Archaeological Trusts, The Environment Agency, Natural England, Statutory Water Undertakers, Navigation Authority, Harbour Authority, Conservancy Authority, Members of the public Consents Register	7 years following expiration. Review / Destroy 20 years Review / Transfer to TNA

What are the individual rights?

You have a right to access your data; have your data amended, and have your data deleted once the relevant retention period has passed.

You can also opt out of any generic information (e.g. newsletters) that may be sent to you.

You have a right to:

- access your personal data;
- object to the processing of your personal data;
- have your personal data amended;
- have your personal data deleted;
- restrict the processing of your personal data; and
- transfer your personal data.

Please visit our Data Protection webpages for further information in relation to your rights

Any requests or objections should be made in writing to NRW's Data Protection Officer: -

Email – dataprotection@cyfoethnaturiolcymru.gov.uk

Data Protection Officer
Natural Resources Wales
Maes y Ffynnon
Penrhos Road
Bangor
Gwynedd
LL57 2DW

Security of your information

We use Microsoft Office 365 and Microsoft Azure to store our official business documentation, both these systems meet the UK Government's "OFFICIAL" accreditation.

What data is considered "OFFICIAL"?

ALL routine public sector business, operations and services and the data they involve will be treated as OFFICIAL

Examples of OFFICIAL business include:

- The day-to-day business of government, service delivery and public finances.
- Public safety, criminal justice and enforcement activities.
- Personal information which falls under the protection of Data Protection legislation (which includes, for example, data such as health records)

How to make a complaint

If you are unhappy with the way in which your personal data has been processed you may in the first instance contact NRW's Data Protection Officer using the contact details above.

If you remain dissatisfied then you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: -

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

www.ico.org.uk