



**Cyfoeth
Naturiol**
Cymru
**Natural
Resources**
Wales

Privacy Notice

Local Access Forums

NRW has a role to support Local Access Forums in Wales and provides organisational support for the Welsh LAF Chairs meetings. Under the Countryside Access (Local Access Forums) (Wales) Regulations 2001 we should be provided with information about individuals who are appointed to Local Access Forums (LAFs) in Wales.

Every three years the Welsh LAF Chairs nominate a National Representative and Deputy National Representative(s) who Chair the Welsh LAF Chairs meeting and represent Welsh LAFs at a national level (e.g the National Access Forum).

Whilst we hold information provided to us about LAF members we only use the information relating to members with key roles: individuals in the roles of National/Deputy Representative, Chair, Deputy Chair and Secretary. Welsh LAF Chairs meetings are not open to the public.

This notice sets out how we hold and use this information.

Identity and contact details of the Data Controller

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

Contact details of the 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 the following personal information:

- your name
- the name of the Local Access Forum you represent
- your role within the Local Access Forum
- your email address
- your telephone number
- information about dietary or other requirements

How will your information be used?

We will use your information to:

- send information and papers related to the Chairs of Welsh Local Access Forums and their meetings
- enable LAF Chairs, Deputies and Secretaries to exchange information and work collaboratively
- enable the National Representative and Deputy National Representative(s) (or anyone deputising on their behalf) to communicate directly with any/all the LAF Secretaries, Chairs and Deputy Chairs and gather information from them
- share information and papers related to the National Access Forum to enable Local Access Forum members to attend as observers or provide comments to the National Representative
- share information relating to the interest of the Welsh Local Access Forums from third parties (including Welsh Government, NRW, member and other organisations)
- help us provide suitable catering and facilities for Forum meetings
- promote the role of Local Access Forums by including the names of each LAF, link to webpages and the contact details of LAF Secretaries on the Local Access Forum [webpage](#)

What is our legal basis for processing your personal data?

We hold personal data as provided under Countryside Access (Local Access Forums) (Wales) Regulations 2001 and in carrying out our role to support the working of LAFs in Wales.

Who receives your information?

We will share information between people holding key roles for LAFs (as set out above), within NRW with Welsh Government and to the public:

- to promote networking between LAF Chairs, Deputies, Secretaries and the National Representative
- to promote stakeholder engagement and consultation relating to the interests of Local Access Forums

How long will your information be held?

We will only hold the personal information of current representatives, these details will be held until we are advised of a change. When a person stops being a representative we will delete their personal information.

What are the individual rights?

The contacts list for representatives is maintained by NRW Access and Recreation Advisor who can be contacted on 0300 065 4704 LAF@cyfoethnaturiolcymru.gov.uk should you wish to make any changes to the details we hold or the way we use your information.

You have a right to access your personal information, to object to the processing of your personal information, to rectify, to erase, to restrict and to port your personal information. 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

Your information will be held on NRW's Document Management System. Only NRW staff have access to this system

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