



Animal and Plant Health Agency

RAPID Life Project: Privacy Notice

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Contents

Your data is being collected by.....	2
What your data is being collected and used for and the legal basis for processing.....	2
Who your data may be shared with.....	3
How long we will keep your data for.....	4
Consequences of not providing personal data.....	4
The use of automated decision making or profiling.....	4
The transfer of data outside the European Economic Area (EEA).....	5
Your rights.....	5
How to raise a complaint.....	5

Your data is being collected by

The Department for Environment, Food and Rural Affairs (Defra) is the data controller for the personal data you give APHA.

You can contact the Animal and Plant Health Agency's Data Protection Manager at:

Data Protection Manager
Animal and Plant Health Agency County Hall
Spetchley Road
Worcester
WR5 2NP
enquiries@apha.gov.uk

The **Defra Data Protection Officer** is responsible for monitoring that APHA is meeting the requirements of Data Protection legislation and contact details are in APHA's Personal Information Charter.

What your data is being collected and used for and the legal basis for processing

Personal data (names and email addresses) is being collected and stored for scientific research and to support APHA's functions. Specifically, to measure and monitor changes in awareness of invasive non-native species. This will help to inform future education and awareness-raising campaigns, which is in the public interest.

More information about APHA can be found at www.gov.uk/apha.

More information about the RAPID Life project can be found at www.nonnativespecies.org/rapid.

Legal bases for processing include:

- The names and email addresses are being processed using consent.
- The surveys are being conducted using anonymised data, not personal data. The project is being conducted under performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Who your data may be shared with

Your personal data (name, email address) will be stored securely at APHA, in accordance with GDPR regulations. Only authorised staff will have access to this data and only for the purposes of the RAPID Life Project.

Sub-contractors conducting workshops will collect personal data but will not retain this data after passing it on to APHA.

APHA will not share this personal data with any third parties, for any purpose. Anonymised responses to survey questions will be shared with sub-contractors for analysis purposes, but these responses will not be linked to names or email addresses. Personal data will not be shared with sub-contractors.

We may have to release information (including personal data and commercial information) under the following legislation:

- General Data Protection Regulation (GDPR)
- UK Data Protection Act 2018
- Freedom of Information Act 2000
- Environmental Information Regulations 2004

We will not allow any unwarranted breach of confidentiality and we will not act in contravention of our obligations under UK data protection legislation.

How long we will keep your data for

Personal data will be retained for the duration of the RAPID Life Project and the RAPID Life Afterlife, which ends in July 2025. Beyond this point, data will not be retained and all personal data will be deleted. In addition, participants can at any point choose to have their personal data deleted from our files. This can be done by contacting a member of the RAPID LIFE team. Contact details can be found on our webpages: www.nonnativespecies.org/rapid.

All information with APHA is held in accordance with our retention policy, if you would like more information please contact enquiries@apha.gov.uk.

Consequences of not providing personal data

You do not have to provide us with your personal data. You may choose to provide us with your personal data (name and email address) if you choose to do so, by informed consent.

For consent-based processing, you have a right to revoke this at any given time. You can choose to opt out at any time by informing us that you no longer wish us to have your personal data. At this point, we will immediately delete your personal data from our files.

The use of automated decision making or profiling

The information you provide is not connected with:

- individual decision making, in other words making a decision solely by automated means without any human involvement
- or profiling, in other words automated processing of personal data to evaluate certain things about an individual

The transfer of data outside the European Economic Area (EEA)

The data you provide will not be transferred outside of the EEA.

Your rights

A list of your rights under the General Data Protection Regulation, and the Data Protection Act 2018 (DPA 2018), is accessible at:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

Please consult the APHA Personal Information Charter below for a full description of how your rights are upheld and made accessible by the Agency. This includes a full range of contact details:

<https://www.gov.uk/government/organisations/animal-and-plant-health-agency/about/personal-information-charter#privacy-notice>

How to raise a complaint

You have the right to lodge a complaint with the Information Commissioner's Office (supervisory authority) at any time. Should you wish to exercise that right full details are available at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

We keep our Privacy Notices under regular review. This document was last updated on 12 August 2019.