

Title of activity: EIDC User Working Group (UWG)

1. Who we are

This activity is part of the Environmental Information Data Centre's (EIDC) engagement and co-design approach. It is run by the UK Centre for Ecology & Hydrology (UKCEH) and funded by the Natural Environment Research Council (NERC).

UKCEH is an independent, not-for-profit research institute and is a registered Charity in England & Wales (number 1185618) and in Scotland (number SC049849), and a registered Company Limited by Guarantee in England & Wales (number 11314957).

2. Why are we collecting your information?

UKCEH collects the minimum amount of personal data in order to run the activity and to communicate with you. This Privacy Notice covers all the activities associated with the implementation, co-ordination and activity of EIDC's User Working Group.

The personal data about you that we may collect includes:

- Name
- Email address
- Organisation name
- What's your primary interaction with EIDC?
- What community do you represent?
- What would you like to help improve?
- Can you commit to two meetings per year?

In data protection terms, the lawful basis for this research is 'legitimate interests' and 'consent' for UKCEH collecting, processing your personal data.

All data held by UKCEH is compliant with UK data protection legislation and the basis on which we process any personal data we collect from you, or that you provide to us, is covered by the UKCEH privacy notice.

This activity has undergone ethical scrutiny to ensure that it is conducted in such a way as to protect your interests and is of a high standard. The primary researcher (Dr Kathryn Harrison) will always tell you about the information they wish to collect from you and how it will be used. The primary researcher will also always get your consent before collecting and using your data in this research project.

3. How are we storing your information, and will we share it?

The EIDC UWG co-ordination team are the controllers for all processing of personal data for the purposes of the research. The main UKCEH Privacy Notice is [here](#) and the EIDC Privacy Policy is [here](#).

The personal data that we collect will be stored securely and will only be viewed by the EIDC UWG co-ordination team, complying with UK GDPR for as long as we may need to engage with you. The participant information sheet for the activity detail the exact anonymisation and information storage procedures.

Your anonymised data is likely to form part of a public report, conference presentation or public talk. The EIDC UWG co-ordination team will not use any information that would identify you without obtaining your specific consent first. The participant information sheet will also highlight if there are any risks to your anonymity.

Other than as set out above, and except where we have a legal obligation to so do, we will not share your personal data with anyone else, and we will always adhere to current UK Data Protection Legislation.

4. Your rights and legal purpose

The GDPR (General Data Protection Regulation) clearly defines individual's rights for your data. We are collecting and processing this data under your consent.

For participation in surveys, your rights are as follows:

- you have the right of access to your data as soon as you respond to a survey, but the research team will not be able to retrieve your response after this as responses are anonymous
- you do not have the right to correct or delete data, or withdraw your consent, once survey responses are submitted as participation in surveys is anonymous

For participation in EIDC UWG meetings, your rights are as follows:

- you have the right to withdraw your consent at any time, but once the activity data has been anonymised, your contribution to the activity will not be able to be deleted

If you have shared your email address at any point for being contacted for follow-up UWG activities, your rights are as follows:

- you have the right to correct your name and email address if it is incorrect
- you have the right to ask for your name and email address to be deleted for the purposes of being contacted in follow-up studies

You should contact Dr Kathryn Harrison (<mailto:kath@ceh.ac.uk>) if you have a query about how your data is used in the EIDC User Working Group.

If you have any concerns or complaints about how your personal data is being used, we will try to answer any questions you have. The UKCEH Data Protection Officer can be contacted at cehdataprotection@ceh.ac.uk

You also have the right to lodge a complaint with the Information Commissioner's Office. You also have the right to an effective judicial remedy against decisions of the Information Commissioner's Office.

5. Deletion of Data

If you have consented to the retention of your personal data for future use it will be deleted once the research project is completed. If you have requested for it not to be retained it will be deleted following the event. Anonymised research data regarding the EIDC may be stored for a minimum of 10 years in line with UKRI requirements on a secure, encrypted server at UKCEH for analysis by the research team.

6. Changes to the Privacy Notice for UKCEH

This Privacy Notice may be updated from time to time. The latest version will always be available by UKCEH Digital Research Sharepoint or OneDrive. If changes are made to this Privacy Notice in the future, a prominent notice will be posted in the Sharepoint or OneDrive and shared via the UKCEH Hub and EIDC public website.

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