

## **Privacy Statement**

Acting on behalf of Brentwood Environmental Business Alliance (BEBA), Brentwood Borough Council ("we" or "our" or "us") is committed to ensuring that your privacy is protected when you provide information to us. This notice explains how we use personal data and how we protect privacy and security.

This statement sets out the basis on which any personal data we collect from you from our website (<https://www.brentwood-beba.co.uk/>) ("Website"), or that you provide to us by other means or will be processed by us.

For the purpose of the Data Protection Act 2018 and the UK General Data Protection Regulation 2021, the data controller for Brentwood Environmental Business Alliance is Brentwood Borough Council. We must comply with six data protection principles. These are there to protect you and they make sure that we:

1. Process all personal information lawfully, fairly and in a transparent manner.
2. Collect personal information for a specified, explicit and legitimate purpose.
3. Ensure that the personal information processed is adequate, relevant and limited to the purposes for which it was collected.
4. Ensure the personal information is accurate and up to date.
5. Keep your personal information for no longer than is necessary for the purpose(s) for which it was collected.
6. Keep your personal information securely using appropriate technical or organisational measures.

## **Consent**

We will usually seek your consent prior to processing or sharing your information, however, if there is a legal reason, we may not require your consent, for example, where the disclosure is necessary for the purposes of the prevention or detection of crime. Where we need to disclose sensitive or confidential information to other partners, we will do so only with your prior explicit consent or where we are legally required to. We may disclose information when necessary to prevent risk of harm to an individual.

## **Categories of personal data**

We process:

- Information that you provide by filling in forms on our Website. This includes subscribing to our eNewsletter service, joining BEBA and signing the Pledge to reduce your carbon footprint, or requesting further services and information.
- If you contact us, we may keep a record of that correspondence.
- We may also ask you to complete surveys that we use for research purposes, although you do not have to respond to them.
- Details of your visits to the Website including, but not limited to, traffic data, location data, weblogs and other communication data.

## Information sharing

To ensure we provide you with an efficient and effective service, we will sometimes need to share your information between departments within the council as well as with our partner organisations within BEBA that support the delivery of the service you may receive.

Names and website details of businesses that join BEBA and sign The Pledge may be added to our Website.

## Ways we protect your information

We will make sure we hold your data in a secure way, and only make it available to those who have a right to see it. This is done by:

- Encryption, meaning that information is hidden so that it cannot be read without a password
- Controlling access to systems and networks
- Training our staff on how to handle information and how and when to report when something goes wrong
- Regular testing of our systems and ways of working including keeping up to date on the latest security updates

You can find more details of our Information Security expectations on our online [Data Protection Policy \(PDF\)](#).

## Retention periods

We will only keep your information for as long as necessary. The retention period is either dictated by law or by our discretion. Once your data is no longer needed it will be securely and confidentially destroyed.

## Your rights

You have certain rights under the Data Protection Act 2018 and the UK General Data Protection Regulations 2018, these are:

- The right to be informed via Privacy Notices such as this.
- The right of access to any personal information the council holds about yourself. To request a copy of this information you must make a subject access request in writing, using our online form:

[Submit a Subject Access Request](#)

or send a letter to:

The Data Protection Officer  
Corporate Support Service  
Brentwood Borough Council  
Town Hall

Ingrave Road  
Brentwood  
Essex CM15 8AY

To make sure we can deal with your request as efficiently as possible, you will need to include your current name and address, proof of identity (a copy of your driving licence, passport or two different utility bills that show your name and address), as much detail as possible regarding your request so that we can identify any information we may hold about you. This may include your previous name and address, date of birth and what council service you were involved with.

- Brentwood Borough Council does not charge for making a subject access request. You are entitled to receive a copy of your personal data within one month of our receipt of your subject access request.
- The right of rectification: we must correct inaccurate or incomplete data within one month
- The right to erasure: you have the right to have your personal data erased and to prevent processing unless we have a legal obligation to process your personal information
- The right to restrict processing: you have the right to suppress processing. We can retain just enough information about you to ensure that the restriction is respected in future.
- The right to data portability: we can provide you with your personal data in a structured, commonly used, machine readable form when asked
- The right to object: you can object to your personal data being used for profiling, direct marketing or research purposes
- You have rights in relation to automated decision making and profiling, to reduce the risk that a potentially damaging decision is taken without human intervention.
- The right to withdraw your consent to processing at any time.

### **Access to our decision-making process**

Information on the constitution of the council can be found here: [Decision Making Process](#)

### **Access to official Council information**

Under the [Freedom of Information Act 2000](#) and the Environmental Information Regulations 2004, you have a right to request any recorded official information held by us. The information you require may already be publicly available. We have a duty to make information available through a publication scheme. Before you submit a request, you should check the [Brentwood Borough Council Publication Scheme](#).

For more information and how to make a request, visit [Freedom of Information](#).

If we're unable to supply any of the information you have requested, we will tell you the reasons why.

For more details, visit the [Information Commissioner's Office](#).

### **Collecting information automatically**

Use of cookies - To find out about the information we collect automatically when using our website, visit [website information and guidance](#).

### **Information security incident**

If you need to report an information security incident, email [dpa@brentwood.gov.uk](mailto:dpa@brentwood.gov.uk) or call [01277 312500](tel:01277312500).

### **Complaints, comments and compliments**

If you want to make a compliment, comment or complaint about how we are processing your data, you can visit the Town hall or send a compliment or comment or make a complaint to the council.

If you are dissatisfied with how we have handled your complaint, you can contact the Information Commissioner's Office:

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

Phone: [0303 123 1113](tel:03031231113) Website: [www.ico.org.uk](http://www.ico.org.uk)

### **Changes**

If this privacy notice changes in any way, we will place an updated version on our Data Protection web page. By regularly reviewing the page you will ensure that you are always aware of what information we collect, how we use it and under what circumstances, if any, we share it with others.