

# Consultations and call for evidence exercises privacy notice

This privacy notice explains how we use your personal data when you take part in consultation or call for evidence exercises where we ask for your views, opinions and experiences on proposed legislation or policy.

If you have any queries about the content of this privacy notice, please email [consultation.coordinator@defra.gov.uk](mailto:consultation.coordinator@defra.gov.uk).

We use [Citizen Space](#) to run our consultations and call for evidence exercises.

## Who collects your personal data

Department for Environment, Food and Rural Affairs (Defra) is the controller for the personal data we collect:

Department for Environment, Food and Rural Affairs  
Seacole Building  
2 Marsham Street  
London  
SW1P 4DF

If you need further information about how we use your personal data and your associated rights you can contact the data protection manager at [data.protection@defra.gov.uk](mailto:data.protection@defra.gov.uk) or at the above address.

The data protection officer is responsible for checking that we comply with legislation. You can contact them at [DefraGroupDataProtectionOfficer@defra.gov.uk](mailto:DefraGroupDataProtectionOfficer@defra.gov.uk) or at the above address.

## What personal data we collect and how it is used

We may collect your:

- Name
- Contact details
- Views, opinions and experiences

We may sometimes ask for more sensitive personal data such as your:

- age
- education or skills
- health or disability
- level of income
- location
- observed behaviour
- race and ethnicity

We will take your response into account, as far as possible, with all other responses when decisions are being made because of the consultation or call for evidence exercise.

If you consent and provide contact details, we may contact you directly inviting you to give your views, opinions and experiences in response to a new or follow up consultation or call for evidence exercise.

We may publish at the end of the consultation or call for evidence exercise all information contained in your response, however this is received, for others to see.

If you want the information that you provide to be treated as confidential, it would be helpful if you could explain to us why you regard the information you have provided as confidential. If we receive a request for disclosure of the information we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances. An automatic confidentiality disclaimer generated by your IT system will not be regarded as binding on us.

### **How your personal data has been obtained, if from a third party**

On occasion, we may contact your direct to invite you to participate in a consultation or call for evidence exercise. Where this happens we will tell you where we obtained your contact information from.

### **Lawful basis for processing your personal data**

The legal basis for processing your personal data is:

- your consent
- a task carried out in the public interest. This is to allow us to carry out our work as a government department. This may be applicable at a point during the processing, when consent is no longer the legal basis for processing, for example when your personal data has been incorporated into its analysis and can no longer be identified

### **Consent to process your personal data**

Where the processing of your personal data is based on consent, you can normally withdraw your consent, and have personal data removed. You can do this using the contact details provided by us when you take part in the consultation.

However, you may not be able to withdraw your consent once we have incorporated it into its analysis. If this is the case, we will tell you when you take part in the consultation or call for evidence exercise.

### **Who we share your personal data with**

We will publish online a summary of responses; this will not include any personal data.

As the providers of Citizen Space, [Delib Ltd](#), will also have access to your personal data. For details of Delib's use of your personal data please see their [Privacy Notice](#).

As is common practice for UK Government consultations and call for evidence exercises, we are engaging another organisation (Ipsos UK) for support with data processing. Your responses will be shared with Ipsos UK for this purpose. Appropriate data sharing and protection agreements are in place between Defra (controller) and Ipsos UK (processor). Defra remains the sole controller of the data and will ensure that data protection requirements are complied with.

We respect your personal privacy when responding to access to information requests. We only share information when necessary to meet the statutory requirements of the Environmental Information Regulations 2004 and the Freedom of Information Act 2000.

**How long we hold personal data**

We will keep your personal data for up to two years after the end of the consultation or call for evidence exercise.

**What happens if you do not provide the personal data**

We will not be able to gather your views, opinions and experiences. You will not be able to contribute to the specific goals of the consultation or call for evidence exercise.

**Use of automated decision-making or profiling**

The personal data you provide is not used for:

- automated decision making (making a decision by automated means without any human involvement)
- profiling (automated processing of personal data to evaluate certain things about an individual)

**Transfer of your personal data outside of the UK**

We will only transfer your personal data to another country that is deemed adequate for data protection purposes.

**Your rights**

Based on the lawful processing above, your individual rights are:

<b>Consent</b>	<ul style="list-style-type: none"><li>• <a href="#">the right of access</a></li><li>• <a href="#">the right to rectification</a></li><li>• <a href="#">the right to erasure</a></li><li>• <a href="#">the right to restrict processing</a></li><li>• <a href="#">the right to data portability</a></li></ul>
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	<ul style="list-style-type: none"> <li>• <a href="#">rights in relation to automated decision making and profiling</a></li> </ul>
<b>Public Task</b>	<ul style="list-style-type: none"> <li>• <a href="#">the right to be informed</a></li> <li>• <a href="#">the right of access</a></li> <li>• <a href="#">the right to rectification</a></li> <li>• <a href="#">the right to restrict processing</a></li> <li>• <a href="#">the right to object</a></li> <li>• <a href="#">rights in relation to automated decision making and profiling</a></li> </ul>

Information about your individual rights under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018), is available on the [Information Commissioners Office website](#).

### **Complaints**

You have the right to [make a complaint](#) to the Information Commissioner's Office at any time.

### **Personal information charter**

Our [personal information charter](#) explains more about your rights over your personal data.