



# Privacy Notice NAFW

NRW provides the secretariat for the National Access Forum for Wales (NAFW). We hold information about the individuals nominated by the member organisations. This notice sets out how we hold and use this information. Forum meetings are open to the public.

## 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](mailto:dataprotection@cyfoethnaturiolcymru.gov.uk) 0300 065 3000

## What information do we collect about you?

We collect the following personal information:

- the name of the organisation you represent
- your name
- your email address
- your telephone number
- information about dietary or other requirements

## How will your information be used?

We will use your information to:

- share information and papers related to the National Access Forum and its meetings
- share information relating to the interest of the National Access Forum 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 the National Access Forum by including the organisations and names of representatives on the [Forum webpage](#)

## What is our legal basis for processing your personal data?

In joining the National Access Forum members give their consent to the processing of their personal information.

## Who receives your information?

We will share information between member organisations, within NRW and with Welsh Government and to the public:

- to promote networking between members we will include the email addresses of members in emails to all and in the written updates that are circulated as part of the meeting (NAFW written contributions)
- provide your contact details to third parties for the purposes of stakeholder engagement and consultation relating to the interests of the National Access Forum

## 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 National Access Forum secretariat maintains the contacts list for representatives and can be contacted on 0300 065 4704 [National.Access.Forum@cyfoethnaturiolcymru.gov.uk](mailto:National.Access.Forum@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](mailto: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](http://www.ico.org.uk)**