

1. Who we are

This study is part of the Saltmarsh Code project funded by the Environment Agency. It is run by the [UK Centre for Ecology & Hydrology](#) (UKCEH).

- 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).

UKCEH are the controllers for all processing of personal data for the purposes of re-contacting you after your initial comments on the Saltmarsh Code documentation. The main UKCEH Privacy Notice is [here](#).

2. Why are we collecting your information?

UKCEH initially collects the minimum amount of personal data to run the open consultation of the Saltmarsh Code, and to communicate with you. This Privacy Notice covers all the activities associated with the project, including the open consultation and any further correspondence.

The personal data about you that we may collect includes:

- Name
- Email address
- Organisational Name

In data protection terms we are using the 'lawful basis' of 'Consent' for collecting, and 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 research 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 Principal Investigator (PI) will always tell you about the information they wish to collect from you and how it will be used, the PI will 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 personal data that we collect will be stored securely and complying with UK GDPR for as long as we may need to engage with you. We will then anonymise the personal information we hold about you.

Sharing your personal information

Your anonymised data may form part of a project report, conference presentation or public talk. The PI will not use any information that would identify you without obtaining your specific consent first.

Other than as set out above, and except where we have a legal obligation to do so, 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) clearly defines individual's rights for your data. We are collecting and processing this data under Consent. Your rights are as follows:

- you have the right of access to your data*
- you have the right to correct your data if it is incorrect*
- you have the right to ask for your data to be deleted*
- you have the right to withdraw your consent at any time*

* For data that has not been, or is anonymised

You should contact Annette Burden at anrd@ceh.ac.uk if you have a query about how your data is used in the research project.

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.

Deletion of Data

Personal data will be store until the end of the project, after which it will be deleted.

5. 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 following the link on the Saltmarsh Code Open Consultation website. If changes are made to this Privacy Notice in the future, a prominent notice will be posted on the website.

END OF DOCUMENT