**C SALTHOUSE PRIVACY POLICY**

**The New General Data Protection Regulations**

These come into force on 25th May 2018 and will provide you with greater certainty about how your data is kept and used. For more information see <https://ico.org.uk/for-the-public/>

**About C Salthouse**

I am self-employed and currently provide the secretariat for Liverpool Bay Coastal Subgroup and am carrying out stakeholder engagement work on behalf of the North West Coastal Forum for the Marine Management Organisation. I also work in a voluntary capacity on other areas of work with the NWCF (and with the Irish Sea Maritime Forum and the Coastal Partnerships Network). Your contact with me may be under 1 or several of these headings but your data protection rights remain the same and I do my best to ensure I comply with all relevant legislation and maintain your privacy and data security. This is the privacy policy for CSalthouse and the North West Coastal Forum privacy & cookie policy is viewable [here](http://www.nwcoastalforum.org.uk/resources/privacy-and-cookie-policy-may-2018/). I am the Data Controller for both.

**Databases**

I maintain several databases:

1. General Database
2. Email group mailing lists

Currently I hold **your name and email address** on one or both of these. If you are on the General Database **I may also hold details of your job title, business or personal address, and a contact telephone number**. If you have registered for an event or a meeting I am involved in organising **I may also hold details of dietary or any other special requirements**.

If I have directly emailed you in the last 12 months **your email address** is also likely to be held in the memory of either of the email accounts I use ([caroline.salthouse@nwcoastalforum.org.uk](mailto:caroline.salthouse@nwcoastalforum.org.uk) or [caroline@csalthouse.com](mailto:caroline@csalthouse.com) ) and may be in an email-based mailing list on one of these if you are a member of a group or project.

**How I obtained your data:**

There are various ways I may have obtained your data:

1. You may have specifically requested me to do keep your details on file for specific work purposes, or for keeping informed about relevant work-related news and events.
2. One of your colleagues may have asked me to add your details.
3. You may have attended an event I have been involved in organising or have helped to organise.
4. I may have gained your email from the internet in order to invite you to a meeting or an event.

**How I use your data:**

I use your contact details in order to contact you about relevant (your work related) meetings, projects and events and professional queries or requests re coastal and marine issues. I normally do this by direct email but occasionally if it is a professional query/request I may follow up this with a telephone call.

If you have registered for an event or meeting and given me a contact telephone number I may, in exceptional circumstances relating to that meeting or event, need to contact you by telephone – for example if there is a last minute venue change.

Very occasionally other organisations ask me for your contact data. I **never** sell your data to other organisations. I **never** give out contact data without first seeking your explicit consent. If other organisations ask me for your data for non-commercial purposes which I think you would be interested in (i.e. coastal or marine related information or events) **I will always ask you first** before passing on any contact information.

Dietary or other special requirements are kept on file only so that I can make suitable arrangements for future meetings or events you attend. They are **never** passed on to other organisations.

**Length of time I hold your data**

I will hold your data until you tell me you no longer wish to receive any communication from me, or until the specific project finishes or the business ceases.

**Accessing or amending your information**

You may at any time – now or in the future - request to see a copy of the information that I hold about you and to ask for it to be amended or deleted. Such requests should be sent to me at caroline@csalthouse.com. I will send you the information or make any requested change or deletion within 28 calendar days of receiving the request. I will make a charge of £10 to copy the information but there is no charge for amending or updating your details, or for deleting them.

**Safeguarding your data**

Great care is taken to ensure the safety of data. All personal data files are password protected and any computer equipment used to process the data has up to date internet security software protection. Any paper records of data are held securely and disposed of securely.

**Changes to this privacy policy**

I keep my privacy policy under regular review and will supply the latest version on request. This privacy policy was last updated on 15 May 2018.

**How to contact me**

Contact Caroline Salthouse on [caroline@csalthouse.com](mailto:caroline@csalthouse.com)

**Complaints about data handling**

Complaints about the way your data is being used should initially be addressed to me at the email above. I will look into your complaint and respond within 28 calendar days.

If you are still unhappy about the way your data is being handled you have the right to complain to the Information Commissioner’s Office at <https://ico.org.uk/concerns/> .