

Isle of Wight Council privacy notice – 2022-23 Tree Giveaway

General information

This privacy notice provides you with information about how we will collect and use your information for the 2022-23 Tree Giveaway.

Who we are

Isle of Wight Council is a local authority and is known as the "Controller" of the information that we collect about you. You can view the registration on the [Information Commissioner's Office website](#).

Contact details:

Isle of Wight Council
County Hall
High Street
Newport
Isle of Wight
PO30 1UD

Telephone: 01983 821000

Data Protection Officer's contact details

You can contact our Data Protection Officer at DPO@iow.gov.uk.

You can also write to: Data Protection Officer, Corporate Information Unit, County Hall, High Street, Newport, Isle of Wight PO30 1UD

Your information

The information we collect about you is split into two categories that are determined by the definitions set out in law – personal data and special category data. For the Tree Giveaway, we will only collect personal data, including name, address, and contact information.

Why we are collecting information about you

For the tree giveaway, we will process your information for the following purposes:

- to assess that you are eligible to participate in the tree giveaway
- to ensure that successful applicants can collect their trees on an agreed date
- to monitor and improve our performance in responding to your request
- to allow us to communicate and provide services and benefits appropriate to your request

We will only collect the information that we need for the tree giveaway and as far as is reasonable and practicable we will ensure that your information is accurate and kept up to date.

Lawful basis for processing information about you

We must ensure that we have a lawful basis to collect and use your information. The lawful basis for collection of data for the Tree Giveaway is Consent. You may withdraw your consent at any time by contacting sustainability@iow.gov.uk.

Who we may share your information with

For the tree giveaway, the Isle of Wight Council will share your information with our partner organisation, Natural Enterprise's Gift to Nature.

How long we hold your information

The Isle of Wight Council will not hold 2022-23 Tree Giveaway applicants' information beyond 31 March 2023.

Where your information is held

We may process your information in both digital and hard copy format. Primarily your information will be held within the United Kingdom but in some limited circumstances it may be transferred overseas using web services that are hosted outside of the European economic area. Where this is the case, we will ensure that adequate and appropriate safeguards are in place to protect your information overseas.

Your information rights

You have several rights in relation to the information that the council holds about you:

- Access - You have the right to ask us for copies of your personal information.
- Rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.
- Object to processing - You have the right to object to the processing of your personal data in certain circumstances.
- Data portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.
- Automated decisions and profiling – You have the right to prevent your information being processed and decisions being made about you solely by automated means (without any human involvement)

If you wish to use your rights, please contact our Corporate Information Unit at information@iow.gov.uk.

You can also write to: Corporate Information Unit, Legal Services, County Hall, High Street, Newport, Isle of Wight PO30 1UD.

To view more information about your rights and when these might apply visit the [Information Commissioner's website](#).

View our [data protection policy](#) for more details about how the council handles personal data and complies with data protection legislation.

Information Commissioner's Office

You have the right to complain to the Information Commissioner's Office (ICO) if you are not satisfied with the way that the council has handled your information.

The ICO is an independent body set up to uphold information rights in the United Kingdom. They can also provide advice and guidance and can be contacted through the [Information Commissioner's website](#), via their helpline on 0303 123 1113 or in writing to:

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