

Advance Green Futures Limited: Privacy Notice

How we handle your information

Everyone working for Advance Green Futures Limited (AGF) has a legal duty to keep and process information about you in accordance with the law. This document aims to explain why we ask for your personal information, how that information will be used and how you can access your records.

Why is information recorded about me?

Advance Green Futures collects and processes personal information for a range of activities connected with our business operations. This includes managing public consultations on development schemes, administering Biodiversity Net Gain (BNG) credit enquiries and contracts, facilitating site visits by community groups, schools and other organisations, and managing agricultural tenancies, grazing licences and other land occupation arrangements. We keep records regarding feedback that are written down (manual records), and ones kept on a computer (electronic records).

These records may include:

- Personal details such as your name, address, telephone number and email address.
- Records of communications and interactions with us, including correspondence, meetings and enquiries.
- Information required to enter into and administer contractual arrangements, including organisation details, payment and invoicing information, and records relating to Biodiversity Net Gain (BNG) credit transactions.
- Information relating to agricultural tenancies, grazing licences and other land management agreements.
- Visitor information collected for health and safety purposes, including names, organisation details, emergency contact information where required, and records of attendance at site visits.
- Any other information you choose to provide to us that is relevant to the services, activities or agreements we administer.
- CCTV images.

What is the information used for?

We use your information to deliver and administer our services and activities, fulfil contractual obligations, manage relationships with stakeholders, and comply with our legal, regulatory and operational requirements. This may include:

- Managing public consultations, including recording, reviewing and responding to comments, feedback and enquiries.
- Analysing consultation responses and producing reports to inform decision-making and support proposed development schemes. Information published in such reports will normally be anonymised unless we have your consent to identify you.
- Assessing enquiries and administering the sale and management of Biodiversity Net Gain (BNG) credits, including due diligence, contract management, invoicing, payments and compliance monitoring.

- Administering agricultural tenancies, grazing licences and other land management agreements, including managing payments, inspections, renewals and compliance with contractual terms.
- Communicating with customers, tenants, licence holders, visitors and other stakeholders regarding our activities, services and agreements.
- Managing site visits and meeting health and safety, safeguarding and emergency management requirements.
- Maintaining accurate records, audit trails and transaction histories, and demonstrating compliance with applicable legal and regulatory obligations.
- CCTV may be deployed from time to time at AGF sites. These systems are managed by contracted third-party security providers, who retain responsibility for operating the system and managing recorded footage. AGF will only access or request footage where required to investigate an incident, respond to a legal or regulatory requirement, assist law enforcement, or protect its legal interests.

How long is the information used for?

We will retain your personal information only for as long as necessary to fulfil the purposes for which it was collected and in accordance with our Record Retention Policy, legal obligations and regulatory requirements. Once the applicable retention period has expired, your information will be securely deleted or anonymised. Processing is kept to a minimum and carried out in accordance with data protection legislation.

The lawful basis for processing personal information will depend on the nature of our relationship with you:

- **Public consultation activities** are generally processed on the basis of your consent under Article 6(1)(a) UK GDPR. You have the right to withdraw your consent at any time, although this will not affect the lawfulness of any processing carried out before consent was withdrawn.
- **Biodiversity Net Gain (BNG) credit enquiries, sales and related contractual arrangements** are processed under Article 6(1)(b) UK GDPR, where processing is necessary for the performance of a contract with the data subject or in order to take steps at the request of the data subject prior to entering into a contract. Information relating to contractual arrangements will be retained in accordance with our Record Retention Policy and any applicable legal, accounting and regulatory requirements.
- **Agricultural tenancies, grazing licences and other land occupation agreements** are processed under Article 6(1)(b) UK GDPR where processing is necessary for the performance of a contract. In some circumstances, we may also rely on Article 6(1)(f) UK GDPR, where processing is necessary for our legitimate interests in managing, protecting and administering our land assets.
- **Site visitor records**, including information collected for visitor sign-in and sign-out procedures, are processed under Article 6(1)(f) UK GDPR, where processing is necessary for our legitimate interests in ensuring the health, safety and security of visitors, staff and contractors. Such information will be retained only for as long as necessary to meet health and safety requirements and will normally be securely destroyed shortly after the visit unless required for incident investigation or to meet a legal obligation.

We will always ensure that personal information is used fairly, lawfully and transparently, and only for the purposes for which it was collected.

Sharing your information

We may need to share information you provide as part of the public consultation process with organisations involved in the planning, funding, governance and delivery of the proposed development. This may include development partners, consultants and professional advisers working on the scheme, our shareholder, local planning authorities, and third-party funders or auditors where information is required for planning, assurance, compliance or audit purposes. Information will only be shared where there is a legitimate and lawful reason to do so, and only the minimum amount of information necessary will be disclosed. We will not share your personal information with other organisations for marketing purposes without your consent.

Occasions when your information needs to be disclosed (shared) include:

- To enable consultants, contractors, professional advisers, development partners and other organisations working on our behalf to provide services or support our activities.
- To support public consultation, planning and development activities, including the provision of consultation outcomes and evidence of community engagement to local authorities and other relevant stakeholders.
- To administer Biodiversity Net Gain (BNG) credit transactions and other contractual arrangements, including sharing information with legal, financial and professional advisers where required.
- To our appointed land agents, property advisers, solicitors and other professional advisers where necessary to manage agricultural tenancies, grazing licences, land management activities or other property-related arrangements.
- To meet funding, governance, monitoring, assurance and audit requirements, including requests from our shareholder, funders, auditors and regulatory bodies.
- Where disclosure is necessary to protect the health, safety or wellbeing of individuals.
- Where we are required to do so by law, regulation, court order or other statutory obligation.
- To establish, exercise or defend legal rights or claims.
- Where you have given your consent for information to be shared with a specific organisation or individual.

Anyone who receives information from us has a legal duty to keep it confidential

We are required by law to report certain information to appropriate authorities, for example:

- Where a formal court order has been issued.
- Where we encounter infectious diseases which may be a public health concern.

Partner organisations who receive information about you

We may share your personal information with organisations that support the delivery of our services, projects and business activities. These organisations may include development partners, consultants, professional advisers, contractors, local authorities, land agents, property advisers, funders, auditors,

regulatory bodies and our shareholder, Northumberland County Council, where this is necessary for operational, contractual, governance, compliance, planning, land management or audit purposes.

Where information is shared in connection with public consultation activities, planning applications or development projects, personal information will be anonymised wherever possible and appropriate.

We will only share the minimum amount of personal information necessary and only where there is a lawful basis for doing so. We do not sell personal information and will not share it for marketing purposes without your consent.

Your information will normally be stored and processed within the United Kingdom or European Economic Area (EEA). Where information is processed outside these areas, we will ensure that appropriate safeguards are in place and that any transfer is carried out in accordance with applicable data protection legislation.

Can I see my records?

The General Data Protection Regulation allows you to find out what information is held about you, on paper and computer records. This is known as 'right of subject access' and applies to your Advance Green Futures records, along with all other personal information we hold.

If you wish to see a copy of your records you should submit a Subject Access Request directly to The Data Protection Officer at Wansbeck Workspace, Rotary Parkway, Ashington, Northumberland, NE63 8QZ or by emailing dpo@advancenorthumberland.co.uk or by calling 01670 528400. You are entitled to receive a copy of your records free of charge, within a month. In certain circumstances access to your records may be limited, for example, if the records you have asked for contain information relating to another person.

Do I have Other Rights?

Data Protection laws gives you the right:

1. To be informed why, where and how we use your information.
2. To ask for access to your information.
3. To ask for information to be corrected if inaccurate or incomplete.
4. To ask for your information to be deleted or removed where there is no need for us to continue processing it.
5. To ask us to restrict the use of your information.
6. To ask us to copy or transfer your information from one IT system to another in a safe and secure way, without impacting the quality of the information.
7. To object to how your information is used.
8. To challenge any decisions made without human intervention (automated decision making).
9. To lodge a complaint with the Information Commissioner's Office whose contact details are below.

10. If our processing is based upon your consent, to withdraw your consent.

Further information

If you would like to know more about how we use your information, or if for any reason you do not wish to have your information used in any of the ways described in this leaflet, please tell us. Please contact the Data Protection Officer on 01670 528400 or at email address

dpo@advancenorthumberland.co.uk

Details of the Information Commissioner can be found at: <https://ico.org.uk/>