

GDPR PRIVACY NOTICE TEMPLATE

Privacy Notice for Zero Waste Scotland (ZWS) review of the Circular Economy Investment Fund (CEIF) and the Waste Prevention Implementation Fund (WPIF)

- The data controller is CAG Consult LLP (trading as CAG Consultants), a limited liability partnership registered in England under number OC374324. You can contact CAG Consultants' Data Protection Officer at 150 Minories, London, EC3N 1LS. Email: privacy@CAGConsult.co.uk.
- CAG will be collecting information on the views of applicants (successful and unsuccessful) to Zero Waste Scotland's Circular Economy Investment Fund (CEIF) and the Waste Prevention Implementation Fund (WPIF).
- ZWS have provided us with applicant contact details on this basis that this exercise is solely for research purposes and is intended to provide ZWS with insight into the experiences and view of applicants to the CEIF and WPIF grant schemes). This insight will be fed into ZWS internal grant review exercises.
- We (CAG Consultants) may share your personal information with the sub-contractors that we are using to help us deliver the research. Where we do this, we require the sub-contractors to meet our data protection requirements, and to only process data in the ways described in this privacy notice. Our sub-contractors for this contract are:
 - IBP Strategy and Research, MediaCorp House, 2 Caird Park, Hamilton, ML3 0EU.
- We (CAG) may share your personal information with other third parties where required by law, or where we have another legitimate interest in doing so, for example:
 - electronic survey service providers
 - off-site archiving and storage facilities
 - IT (including back-up) services
- All our third-party service providers are required to take appropriate security measures to protect personal information about Data Subjects in line with the law. We do not allow our third-party service providers to use the personal data of Data Subjects for their own purposes. We only permit them to process such personal data for specified purposes and in accordance with our instructions.
- Your personal data will not be shared or disclosed to any other party outside ZWS, the Contractor and the named sub-contractor, without your explicit consent.
- CAG Consultants use some processors whose servers and offices are located in the USA, so your personal information may be transferred to, stored, or processed in the USA. These processors participate in, and have certified their compliance with, the EU-U.S. Privacy Shield Framework. They are committed to subjecting all personal information about Data Subjects received from European Union member countries in reliance on the Privacy Shield Framework, to the Framework's applicable principles.¹

¹ The GDPR does not impose a requirement for personal data to remain within the EU. In fact, the GDPR permits the transfer of personal data to non-EU countries in line with a number of recognized methods, including standard contractual clauses and frameworks such as the EU-US Privacy Shield.

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- Any personal information you provide will be erased from any computers, storage devices and storage media held by the Contractor and sub-contractor after the expiry of the Contract.
- Any data or research input that you share with the Contractor and our sub-contractor on a confidential basis will be passed to BEIS in an anonymous form that cannot be linked with your personal data, unless you have given explicit consent for your data and views to be identified to ZWS.
- A full list of your rights under the General Data Protection Regulation (GDPR) is accessible at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>.
- You have the right to withdraw your consent at any time where BEIS and the Contractor are relying on consent to process your personal data.
- You have the right to lodge a complaint with the Information Commissioner's Office (supervisory authority) at any time. Should you wish to exercise that right full details are available at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>.