

CAG CONSULTANTS PRIVACY NOTICE

West Yorkshire Combined Authority – Climate Risk and Vulnerability Assessment

Date: 22nd July 2026

Our contact details

Name: CAG Consultants

Address: 8 Blackstock Mews, London, N4 2BT

Company Registration Number: OC374324

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Information Commissioner Office Registration number: ZA162065

Introduction

Established in 1983 CAG Consultants undertakes research on behalf of government, other publicly funded bodies, and other organisations. This privacy notice explains how we will collect, store and process your personal data for the West Yorkshire Combined Authority – Climate Risk and Vulnerability Assessment (WYCA - CRVA).

For reference, under the UK General Data Protection Regulation (UK GDPR):

- Personal Data is classed as any information which on its own or in conjunction with other information available to a Data Controller can identify a Data Subject.
- The term processing is used to describe activities such as collecting, storing, sharing, analysing and, once the research is complete, erasing data.

We will only collect, store and process, personal data about you for the purpose of this evaluation and to inform future government policy on the WYCA - CRVA and decarbonisation.

Processing purposes

CAG Consultants processes personal data for the purposes of undertaking independent research and evaluation. This is most often on behalf of another/other organisation(s), when they have a need for their research to be conducted independently, or because we have specific expertise or resource that is required.

This privacy notice has been compiled specifically for the purposes of informing you about how your personal data will be processed for the West Yorkshire Combined Authority – Climate Risk and Vulnerability Assessment (WYCA - CRVA).

CAG Consultants have been commissioned by the West Yorkshire Combined Authority (hereafter referred to as the Combined Authority) to conduct a climate change risk and vulnerability assessment. The purpose of the assessment is to understand how climate change could affect people, places, nature, infrastructure and services across West Yorkshire. The project will look at the main climate risks and opportunities facing the region, including issues such as flooding, heat, storms and changing weather patterns. It will bring together evidence, local knowledge and mapping to help the region plan ahead, protect communities, and make better decisions about how to adapt to a changing climate.

For the purposes of this assessment, the Combined Authority is the Data Controller (Controller) and CAG Consultants is the Data Processor (Processor).

The type of personal information we collect

We currently collect and process the following information:

- Names
- Business email address
- Business telephone number
- Personal email address (where supplied by the data subject as an alternative means of contact)
- Personal telephone address (where supplied by the data subject as an alternative means of contact)
- Records of interviews
- Record of email exchanges

How we get your personal information

Your contact details were provided to us by the Combined Authority.

The other personal information we will process is collected directly from you or your organisation and is acquired via:

- Publicly accessible sites (organisational webpages).
- Interview.
- Information submitted to us via our online registration form.
- Email or other modes of information exchange.

How we look after your information

We will protect the confidentiality of your information in accordance with our normal data handling procedures and all legal requirements. We will not use it for any purposes other than those which are set out in our contacts with you and in this Notice. We are committed to keeping personal data secure and take all reasonable technical and organisational measures to protect personal data from loss, misuse or alteration. Only authorised CAG Partners and Associates or partner organisations carrying out authorised business functions are allowed to access data held

by us. The research partners with whom data may be shared for processing purposes are Winning Moves (consortium partners), Office 365/Microsoft Teams (data collection and storage), UK Transcriptions Ltd (transcription service) and Dedoose (computer-aided qualitative analysis software).

Your personal data (name and contact details) will not be shared or disclosed to any other party outside of the Contractor and their sub-contractors and research partners without your explicit consent. We may share your personal information with other third parties where required by law.

Legal basis for processing

The GDPR requires us to rely on one or more lawful bases to process your personal information. These are outlined below:

- The Controller has securely shared your registration details with us for the purposes of assessment and using the legal basis '**Public Task**'.
- When inviting you to participate in the assessment, we will seek your explicit '**Consent**' for us to use your personal information in a specific way. Informed consent is always collected by way of an affirmative action such as selecting 'next' to continue with a survey, a recorded verbal agreement when taking part in an interview, or an agreement in writing indicating that you would like to proceed with the research.

How we use your personal information

The nature of the processing will include collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, and erasure of data in line with the Contracting Authority's destruction procedures. Processing takes place for the purposes of informing the identification of the types of organisation that we wish to involve in the research and their recruitment.

Where do we process and store your information?

We will store and process your information within the UK or the European Economic Area (EEA).

How long do we keep your personal information for?

The personal information you provide, including the contact details supplied to us by the Combined Authority, will be kept no longer than 3 months after the expiry of the Contract and associated conditions. We expect this to be by the 30th April 2027. CAG will undertake to return data to the Combined Authority and will subsequently oversee the erasure of all personal data from any computers, storage devices and storage media held by the Contractor (CAG Consultants) and their sub-contractors.

What are your rights?

Co-operation in this research is voluntary. You are entitled at any stage to withdraw your consent (using the CAG contact details at the head of this document) and to ask that information that you have supplied be destroyed or deleted and we will carry out such a request. This can be requested during direct engagements or afterwards.¹ You have the right to access any personal data that we process relating to you.

A full list of your other rights under the General Data Protection Regulation (GDPR) is accessible at <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

Key contacts

The Combined Authority's Data Protection Officer can be contacted should you wish to raise a query about this project. Their contact details are as follows:

Data Protection Officer,
Saeema Hawaldar,
DPO@westyorks-ca.gov.uk

CAG's responsible officer can be contacted should you wish to raise a query, withdraw your consent or make a complaint about the research process. Please address emails to hq@cagconsult.co.uk using the email header West Yorkshire Combined Authority – Climate Risk and Vulnerability Assessment (WYCA - CRVA) – data protection issue.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

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

Helpline number: 0303 123 1113

ICO website: <https://ico.org.uk/make-a-complaint/>

¹ We will delete your personal data from our records on request. However, if we have already processed information collected from you (e.g. your views, as expressed in interview and subsequently anonymised), we will not be able to change our analysis or reporting retrospectively. We will not include any personal data in our reports to the Combined Authority. This is consistent with GDPR Article 7(3): "The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal".