NORTH WEST COASTAL FORUM PRIVACY POLICY

The 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 the North West Coastal Forum

The North West Coastal Forum (NWCF) is a registered charity (number 1206825) and carries out a range of project activity and events.

Your contact with the NWCF may be under a variety of mechanisms, for example signing up on the NWCF website to receive the NWCF news updates, or signing up to particular projects such as the Regional Marine Ecosystems North West Pilot project work or our Championing Coastal Coordination work, or by attending NWCF events, but **however you contact us your data protection rights remain the same and we do our best to ensure we comply with all relevant legislation and maintain your privacy and data security**.

The data controller for the North West Coastal Forum is the North West Coastal Coordinator, Linn Wiberg. She can be contacted on info@nwcoastalforum.org.uk

Databases

We maintain several databases:

1. General Database
2. Email group mailing lists
3. Project-specific mailing lists

All of these will hold **your name and email address**, and if you are on the General Database **we 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 we are involved in organising we **may also hold details of dietary or any other special requirements**.

If we have directly emailed you in the last 12 months **your email address** is also likely to be held in the memory of the email accounts we use and may be in an email-based mailing list on one of these if you are a member of a group or project.

How we obtain your data:

There are various ways we may obtain your data:

1. You may specifically request us to 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 ask us to add your details.
3. You may attend an event we have been involved in organising or are helping to organise.
4. We may gain your email from the internet in order to invite you to a meeting or an event.

How we use your data:

We 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. We normally do this by direct email but occasionally if it is a professional query/request we may follow up this with a telephone call.

Last updated: November 2026

If you have registered for an event or meeting and given us a contact telephone number we 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. Dietary or other special requirements are kept on file only so that we can make suitable arrangements for future meetings or events you attend. They are **never** passed on to other organisations.

If we are using a consultant to deliver a project on our behalf they may, temporarily, hold your data for the purposes of delivering the project but that data will be held securely and will be handed over to us at project completion; it will not be kept by them and the same rules on how we handle your data apply i.e. **information will never be shared without your consent and will never be sold**.

Very occasionally other organisations ask me for your contact data. These requests are handled as set out below:

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

Length of time we hold your data

We will hold your data until you tell us you no longer wish to receive any communication from us or until it is no longer needed for the specific project or the charity 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 we hold about you and to ask for it to be amended or deleted. Such requests should be sent to us at info@nwcoastalforum.org.uk. We will send you the information or make any requested change or deletion within 28 calendar days of receiving the request. We 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. If your data is being temporarily held by a consultant acting on our behalf they have to adhere to the same data protection and usage standards.

Changes to this privacy policy

We keep our privacy policy under regular review and will supply the latest version on request. This privacy policy was last updated on 2nd November 2026.

How to contact us

Contact Taskeen Nasif on info@nwcoastalforum.org.uk

Complaints about data handling

Complaints about the way your data is being used should initially be addressed to us at the email above. We 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/ .