

United Bank of Carbon Privacy Notice



Our contact details

The United Bank of Carbon
School of Earth and Environment
University of Leeds
LS2 9JT

<http://www.uboc.co.uk>

email address: ubocadmin@unitedbankofcarbon.com

What type of information we hold

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Bank details of beneficiaries which are stored on the secure bank account for future payments.

How we get the information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Requirement for communicating
- Completing a risk assessment for field work
- Processing a payment on receipt of your invoice or request

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information is that we have a legitimate interest in your data that we receive from you. It will be handled with integrity as you would expect.

What we do with the information we have

We use the information that you have given us purely for communication between stakeholders, to continue operations in the field of research and environmental protection, of which UBoC is a part.

We may share this information within UBoC. We would not pass on your information to any third party without your specific consent.

How we store your information

Your information is securely stored within the University of Leeds database. Due to the nature of UBoC, physical files are kept to a minimum but, where necessary, paper files are stored in a locked cupboard.

We keep personal identifiers for the lifetime of the working relationship with external stakeholders. We will then dispose of your information confidentially and securely.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to 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.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal data in certain circumstances.

Your right to 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.
You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at ubocadmin@unitedbankofcarbon.com if you wish to make a request.

How to complain

In the first instance, please contact UBoC on the above details.

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

Date last reviewed by Board of Trustees: 22 February 2021	Next review date: January 2023
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