

My LERC Privacy Policy

General

The My LERC website is maintained by Cofnod, the North Wales Environmental Information Service. Cofnod are registered as a data controller under the Data Protection Act and will comply with the terms of the Act and any other relevant legislation or regulations. Cofnod will keep all personal information secure from any unauthorised or accidental use, access, disclosure, damage, loss or destruction. We respect the confidentiality of My LERC users, protecting their privacy and taking care over the security of their information.

Personal Information

The My LERC website provides a portal for participating Local Environmental Records Centres (LERCs), to manage their customer requests for data. To submit data requests My LERC users must register an account. Registration requires submission of personal information. This information is stored securely on the My LERC database and it is only submitted to the participating LERC from where data is being requested. Where this occurs personal information from this data request is transformed into another database to enable the data request to be processed, for example to correspond with a user about a data request, to send data search results and process billing information. Throughout this process there is explicitly no sharing of personal information with other participating LERCs. This only occurs if the user requests data from another participating LERC. In this case personal information held on the My LERC database will form part of the data request to that participating LERC. This personal information is crucially associated directly with the data request and isn't affected or does not affect any other data requests made through My LERC. Where a participating LERC chooses to use a third party to deal with their data requests, information will be shared with that third party but only to allow them to process the data request.

Data protection

My LERC will keep all personal data safe. It will be stored securely and we will never sell, trade or rent personal information to others.

Users of the My LERC website can inspect and alter their personal information through their registered My LERC account. Additionally if users wish to amend or remove the information they can contact datacontroller@cofnod.org.uk or write to *Data Controller, Cofnod, Intec, Ffordd y Parc, Parc Menai, Gwynedd, LL57 4FG.*

Interested parties are given permission to inspect and review the steps taken to comply with Data Protection and will provide any assistance reasonably required with that inspection.

Cookies

Cookies on the My LERC website are used solely to enable the user to log in, and to maintain the current session of the visit. We do not track users between websites. You can opt out of cookies by either setting your browser to reject all cookies, to only allow only "trusted" sites or accept only those websites you are currently on. Please note if you do reject cookies, most features of our website will not function.