



WiSe Scheme Privacy Notice

Vers.2 – 14th May 2018

At The WiSe Scheme, we're in the business of helping people minimise the disturbance of marine wildlife – we're not in the business of selling, renting or trading the data of people who attend our courses. Therefore, we've developed this Privacy Notice, so you have a better understanding of how, when and why we collect people's personal information, how we use it, the conditions under which we disclose it to others and how we keep it secure.

We value your data – as part of our training courses, we keep records of who has been trained and when this occurred. Once you've attended a course, we offer to host your or your organisations details on our website (www.wisescheme.org), to help indicate that you have been trained to minimise wildlife disturbance.

Who is collecting the data and how?

On completion of a WiSe course, the WiSe trainer will provide a form in either paper or digital format, to gather a trainee's details for our records. This form will be delivered to the WiSe Director, generally by hand, post or email. It is then processed as training records related to the WiSe Scheme project managed within the Wave Action Partnership (within which the WiSe Director is a named partner). In addition, to ensure individuals are able to agree to this privacy notice, and to help keep their data up to date, we may use Google Forms in addition to email.

What data is being collected?

On completion of a Full/Standard or Master WiSe Scheme course, we request from each trainee:

- the name of the individual trained
- their contact details (address, email, phone number)
- the location and date of the course they attended
- if relevant, the name of the organisation (for example, the boat-trip or dive enterprise, i.e. "the Operator") they work for where they intend to use the skills gained through WiSe course attendance, including
 - that Operator details (address, email, phone number)
 - a description of the activities the Operator provides that has relevance for the skills acquired on the WiSe course
 - their electronic logo if they wish
- their agreement that we include their details on the Operator's pages of our website

We also require that individuals provide us with any updates to this information, so that our training records are current.

Like most websites, our site uses cookies. When someone visits our website, we use a third-party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those

visiting our website. By accepting this Privacy Notice, you are agreeing to the use of cookies in this way.

What is the legal basis for processing the data?

As a participant on a training course, we require personal data to be able to retain training records and so that we can get in touch with an individual in the future to recommend they attend a refresher course or upgrade to WiSe Master level. In addition, the WiSe Director is sometimes required to provide opinion as to whether an individual has attended a training course, and what level of course was taken.

Will personal data be shared with any third parties?

In normal circumstances, no. For the avoidance of doubt, we do not and will not sell your personal data to third parties for marketing or advertising purposes. Where we are consulted by representatives of a UK Statutory Conservation Agency (e.g. Natural England, Scottish Natural Heritage, Natural Resources Wales, Northern Ireland Environment Agency) or local coastal code groups, the Operator's involvement with WiSe may be discussed. If a request is received from a member of the public, we will confirm whether they have undergone WiSe training but not provide any personal details. If contacted to suggest Operators that offer trips with WiSe trained individuals, we will direct them to our website Operator pages. If this situation were to change, this Privacy Notice would be updated and all individuals in our database would be informed by email.

How will the information be used and stored?

Information gathered from course attendees (whether via course forms or updates directly from trained individuals) will be stored in software on computers owned and managed by the WiSe Director and the Wave Action partnership. This information will be used to record who attended WiSe courses and when.

Information provided to us by individuals and organisations for inclusion on our Operator web pages will be hosted on www.wisescheme.org – this will be limited to an individual and/or organisation name, their preferred contact details (such as website or social media) so that anyone seeking a responsibly-managed marine wildlife encounter can preferentially find and choose a WiSe trained individual/organisation. Note: making this information publicly available on our website is a core benefit offered through course attendance and is generally sought by many trainees. Explicit agreement to make this information available on our website is sought from each attendee prior to their data being used in this way.

Information gathered from www.wisescheme.org via Google Analytics will be used to collect anonymised standard internet log information and details of visitor behaviour patterns, as this will provide an indication of how well the information we post on the website is being received. The Wise Scheme website is hosted with Fasthosts whose servers are UK-based

The partners of Wave Action (including the WiSe Director) backup laptops to an organisation in 'the Cloud' that states on its website that it complies with the GDPR requirements. Their servers are located in the United States, so it is relevant to note that although this personal data is transferred to a country outside the European Economic Area, we are advised that this company provides appropriate legal safeguards, including encryption of data.

How long will the data be stored for and how will it be kept current?

The data on course attendees will be stored for a period not exceeding 7 years. This timeframe allows for sufficient record to be kept where a referral to historical course attendees may be required. We will attempt to contact each trained individual once a year to ensure that the data we hold on them is correct. We request that any required updates be provided to us as per the contact email below.

What rights do you have with regard to the data we keep?

You can contact us by sending an email to [info <<at>> wisescheme.org](mailto:info@wisescheme.org). You can make reasonable requests for access to the information we hold on you; we will provide a copy of the data we hold on you in a commonly used electronic format. You can ask that we update, complete or correct your information. You can ask that we erase or restrict our use of your information. You can inform us that you do not want your information made accessible through the Operator pages on our website. For any of these requests, we may require a suitable form of ID to confirm your identity. If you are concerned about how we are using or storing your data, you have a right to complain to the Information Commissioner's Office.