



Privacy Notice

About this document

This Privacy Notice is being issued to provide you with notice about how AECOM (and its partner organisations, as noted herein) collects, uses, and processes your information. We will only process your personal information in accordance with this Privacy Notice unless otherwise required by applicable law. We take steps to ensure that the personal information that we collect about you is adequate, relevant, not excessive, and processed for limited purposes. This notice is effective from 15 December 2018.

Project summary and purpose of processing personal information

The Committee on Climate Change (CCC) [the client] is working with AECOM, Sustainability West Midlands (SWM), London Climate Change Partnership (LCCP), Sniffer and Climate Northern Ireland [partners] to undertake research to help understand how behaviour change can influence climate change risks and opportunities.

Part of this work involves identifying and engaging with appropriate stakeholders who can contribute to the research. These stakeholders will include a range of practitioners, academics, communities and others with knowledge and expertise about how severe weather and climate risks are perceived and how people and organisations behave in relation to them. They may include experts on climate adaptation and/or people who have been affected by extreme weather events.

We will use the information you give to us or that we collect about you for one or several of the following reasons:

- To send you an invitation to complete an online survey
- To send you an invitation to a stakeholder workshop
- To send you an invitation to participate in a semi-structured interview
- To send you an invitation to get involved in the development of a case study to inform the work.

The personal information you may elect to give us is outlined in the following table. Note that this may include information defined as Sensitive Personal Information. Where required under applicable local law, such personal information will only be processed with your consent. Where required by applicable local law or the EU-U.S. Privacy Shield, consent to transfers or uses of sensitive personal information will be opt-in. We will not collect personal data from persons under the age of 16.

Category	Personal Information
General Information	Name, address, age range, income range, contact information to include telephone numbers and email

For AECOM and its partners to process personal information we must have a lawful basis for doing so. In this case, the basis is that the processing is necessary for AECOM to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.



Project data protection policy

Your personal information will only be used for the purposes set forth herein, and will not be published or circulated wider than for the use of the client and project team. Data will be:

- a) Processed lawfully, fairly and in a transparent manner in relation to the individual ('lawfulness, fairness and transparency');
- b) Collected for the specified purposes of the project and not further processed in a manner that is incompatible with those purposes, without prior written consent;
- c) Kept in a form which permits identification of individuals for no longer than is necessary for the purposes for which the data are processed; and
- d) Processed in a manner to ensure appropriate security of the data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures ('integrity and confidentiality').

AECOM and its partners take reasonable and appropriate steps to protect personal information against unauthorised access, loss, misuse, disclosure, alteration, destruction and other processing of personal information. These measures take into account the sensitivity of the processing operation concerned and of the personal information concerned, and the risks involved.

AECOM and its partners will restrict access to personal information to those employees, agents and contractors who have a legitimate business need for such access. AECOM and its partners will abide by the EU General Data Protection Regulation (GDPR). For further information or for questions, contact details for AECOM and its partners is below.

Organisation	Contact
Committee on Climate Change	David.style@theccc.gov.uk (Project Manager)
AECOM	kieran.power@aecom.com (Project Manager) alexandria.moore@aecom.com (Data Processor)
SWM	alan.carr@swm.org.uk (Manager) julie.pope@swm.org.uk (Data Processor)
LCCP	Kristen.guida@london.gov.uk (Manager)
Sniffer	Kit@sniffer.org.uk (Manager) Melinda@sniffer.org.uk (Data Processor)
Climate Northern Ireland	Jane@climatenorthernireland.org.uk (Manager)

Your rights and contacting us

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during the project. By law you may have the right to request access to, correct, and erase the personal information that we hold about you, or object to the processing of your personal information under certain circumstances.

If you have any questions regarding this Privacy Notice; wish to understand the data held about you and how it will be used; want to review, verify, correct, or request erasure of your personal data; object to the processing of your personal information; request that we transfer a copy of your personal information to another party, or if you want to be removed from our database, please contact one of the contacts for this project shown above or privacyquestions@aecom.com. If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner.