

## Interviews with Agreement Holders

### 1. Invitation

You are being invited to participate in an interview and/or survey being undertaken as part of a project for Defra/Natural England on Environmental Delivery Plans (EDPs) and the Nature Restoration Fund (NRF). This privacy notice applies to all research (interviews and surveys) for this project.

Before you decide to participate, it is important for you to understand why it is being conducted and what participation will involve. Please take the time to read the following information carefully. The following Data Protection Notice outlines the policies by which your personal data is collected, used, protected, and your rights in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights.

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### 2. What is the project's purpose?

The project explores developer needs and behaviours, costs and timelines around environmental mitigation for great crested newts (GCN). This is intended to support the design of Environmental Delivery Plans for GCN and, in turn, the development and implementation of the Nature Restoration Fund. The information you provide in the interview and/or survey will be used solely for this project.

### 3. What are the possible benefits or disadvantages of taking part.

This research will assist the design of EDPs and inform financial modelling to reduce uncertainty in uptake assumptions. Involvement in the study will provide an opportunity to input to your knowledge and perspectives to the development of EDPs and NRF. We do not believe that taking part in this research has any foreseeable risks to participants. However, if the participant would prefer not to answer a specific question in the interview or survey, they reserve the right to do this and they can also halt the interview or survey at any point should the need arise.

### 4. Who is responsible for processing your personal data (data controller)?

The Data Controller is the Department for Environment, Food and Rural Affairs (Defra).

The interviews and survey are being delivered by Defra's contractor **Error! Reference source not found.**, acting as the data processor, on behalf of Defra who have commissioned the research. As this activity involves the processing of personal data, it is subject to data protection rules as established by the General Data Protection Regulation (GDPR).

### 5. What personal data do we collect and through which technical means?

In order to carry out the interview or survey, the following personal data may be collected:

- Your name and contact details, email address
- You will be asked for responses to questions as part of an interview via MS Teams or an online survey.

- The interview recording, with your consent.

The legal basis that would be used to process your personal data will be the provision of your consent.

If you change your mind and decide to withdraw your consent, please contact the project manager or the data controller at the contact details below and explicitly specify your request. You can withdraw your consent at any time without giving a reason and without it affecting you but please note that a final report summarising findings will be submitted to Defra and partners on the 30<sup>th</sup> June 2026.

**6. What will happen to your personal data and responses to the survey/interview?**

**Error! Reference source not found.** will use the provided personal data for the purposes of the project only. ICF will not identify you individually but may reference the name of your role in our report (e.g. “an agreement holder said X”). Please indicate to the interviewer if there are aspects you would like to discuss in confidence or retrospectively contact the project manager or data controller after the interview if you would like to be anonymised on a certain subject you discussed during interview.

**7. What will happen to the results of the research project?**

ICF will generate a report of the results for Defra and partners. Information will only be shared internally (across government). As stated above, you will not be identifiable by name in any report. Data collected during the project might be used for additional or subsequent research by ICF for Defra/Natural England, but only for any future work relating to Defra/Natural England.

**8. What technology is being used to conduct the interviews/survey?**

We will use MS Teams to undertake interviews via telephone or video calls. Interviews will be auto transcribed using MS Word or Trint transcription services which temporarily store data within Europe.

Survey data will be collected through the platform Forsta, and data will be stored securely in SharePoint.

In case you have questions related to the interview or survey, feel free to contact the project manager of ICF at [Katy.Jeary@icf.com](mailto:Katy.Jeary@icf.com)

**9. Who has access to your information and to whom is it disclosed?**

Access to all personal data and information collected in the context of the interviews/survey is granted to:

- research team members of the data controller’s contractor, ICF and their associates and subcontractors in charge of performing and managing the evaluation according to the “need to know” principle. This includes Land Use Consultants.
- ICF will not share any personal data with third parties for direct marketing purposes.

This is without prejudice to a possible transmission to the public bodies and their agents in charge of a monitoring, auditing or inspection task, which may receive personal data in the framework of a particular inquiry; the processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing.

**10. How do we safeguard your personal data?**

The collected personal data and all information related to the above-mentioned survey and/or interviews are stored on secured and protected servers of the contractor/ data processor, ICF. The contractor is bound by a specific contractual clause for any processing operations of your data on behalf of the data controller, and by the confidentiality obligations deriving from applicable data protection legislation.

**11. How can you verify, modify or delete your information?**

In case you want to verify which personal data are stored, have it modified, corrected or deleted, please contact us by using the contact information contained here and explicitly specifying your request.

Please note that withdrawing your consent does not affect the lawfulness of any processing based on your consent before this consent is withdrawn.

**12. How long do we keep your data?**

Your personal data will remain in ICF's databases until the findings of the survey/ interviews have been completely analysed and usefully exploited, at the latest until 30<sup>th</sup> June 2027. The collected personal data and all information related to the survey/interview will then be erased by ICF.

If you consented for the interview to be recorded, the recording will be deleted 12 months after the completion of the research, at the latest until 30<sup>th</sup> June 2027.

**13. Who has reviewed this project?**

This project has been reviewed by the Defra project team.

**14. Contact Information**

If you have any queries with regards to the processing of your personal data or concerning any information processed in the context of this consultation, or on your rights, or for any information related to data protection, you may contact Evie Highton (Contract Manager) at [Evie.Highton@defra.gov.uk](mailto:Evie.Highton@defra.gov.uk) who will pass any comments, questions or clarifications through to the Data Protection Officer

**15. Recourse**

If you remain unsatisfied, you may wish to contact the Information Commissioner's Office (ICO) at <http://ico.org.uk/>

**16. Further information**

For further details please refer to Defra's privacy notice here:

<https://www.gov.uk/government/publications/defras-social-research-privacy-notice>