

Regional Flood & Coastal Committee (RFCC)

Applicants for Volunteer Roles – Privacy Notice

How we use your personal data

This privacy notice outlines why we collect your personal data, how we use it, and your rights regarding that data.

This service is operated by the Environment Agency. The recruitment campaign for the Regional Flood and Coastal Committee (RFCC) is managed by the Talent Acquisition Coordination Team in collaboration with the RFCC secretariats. Your personal data is collected solely for the purposes of recruitment for the roles specified.

Why we process your personal data

We process your personal data to assess your application for an independent committee member role on the RFCC.

Our lawful basis for processing your data is your consent, under Article 6(1)(a) of the UK General Data Protection Regulation (UK GDPR). You must agree to this privacy notice and the processing of your data before submitting your application. If you do not consent, we cannot proceed with your application.

You may withdraw your consent at any time by contacting: RFCC@environment-agency.gov.uk

What personal data we collect and how we use it

We collect your personal data directly via the online application form on our Careers microsite. This includes:

- Full name (including surname)
- Address
- Email address
- Contact telephone number
- Eligibility to work in the UK
- Employment status with the Environment Agency
- Relevant roles and responsibilities
- Role(s) you are applying for, including secondary interests
- Motivation and skills relevant to the RFCC role

- Experience for specialist roles
- Equality and diversity information (age, gender, ethnic group)
- Guaranteed Interview Policy details
- Source of job advertisement

We use this data to:

- Send recruitment-related information and correspondence
- Confirm your location aligns with the area you wish to represent
- Verify your eligibility to volunteer in the UK
- Ensure you are not a current Environment Agency employee
- Assess your experience and knowledge as part of the selection criteria
- Share your application with relevant secretariats
- For the role you are applying for
- Evaluate your suitability for specialist roles based on your experience
- Monitor the impact of our selection policies on different demographic groups
- Identify any reasonable adjustments needed for assessments under the Equality Act 2010
- Review the effectiveness and inclusivity of our advertising strategy

We do not share your personal data with third parties without your consent unless required or permitted by law.

Where your personal data is stored and processed

Your data is securely stored and processed on a restricted access SharePoint site, accessible only to the recruitment team and RFCC secretariat personnel involved in the selection process.

How long we keep your personal data

We retain your application data only as long as necessary for the recruitment process and in accordance with our retention policy. Typically, application data is securely deleted one year after submission.

Changes to this notice

We may update this privacy notice. Any changes will take effect immediately. If changes significantly affect how your data is processed, we will take reasonable steps to inform you.

Contact Details

Controller and Data Protection Officer

The Environment Agency is the data controller under the UK GDPR and the Data Protection Act 2018. Contact details are available on [GOV.UK](https://www.gov.uk).

Our [Personal Information Charter](#) explains:

- How to contact our Data Protection Officer
- How we handle personal data
- Your rights and how to raise concerns with the Information Commissioner's Office