

# Consultation Privacy Notice



**drax**

# Consultation Privacy Notice

## WHAT'S THE PURPOSE OF THIS DOCUMENT?

This privacy notice is intended to provide information regarding how any personal information we collect from you or from third parties about you before during and after your relationship with us will be processed within the Drax group of companies. It relates to personal data/information (defined under data protection laws) about you that we refer to as 'personal information' in this notice. Privacy Laws require that we provide this notice to you when your personal information is processed by a Drax Group Company operating in Canada, Japan, UK and some states in the US.

## WHO COLLECTS THE INFORMATION?

Companies operating under Drax Group plc are the joint data controllers of personal information provided by you or collected about you. This means that we are responsible for deciding how we hold and use personal information about you and we are required to notify you of the information contained in this notice. It is important that you read this notice so that you are aware of how and why we are using your personal information and how we will treat it. Depending on the circumstances, we may on occasion provide you with a shorter privacy notice to cover specific types of processing that will be supplemented by this notice.

This notice applies to individuals from who we will obtain information from relating to any consultation activity we undertake. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time, so you are advised to review this notice at regular intervals.

We respect your privacy and are committed to protecting your personal information. Our Group Data Protection Officer is responsible for overseeing questions in relation to this notice. If you have any questions about this notice, please use the contact details set out at the end of this notice in the "Contacting Us" section.

## DATA PROTECTION PRINCIPLES

We will comply with data protection laws in US, Canada, Japan and the UK ensuring the personal information we hold about you is:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely

## How we use your information

When we collect information from you through your submission of a response to the consultation or other consultation activity this notice will apply.

We may collect your name, contact details, your views on any proposals and any other personal information that you provide to us. We will also keep copies of any correspondence we have with you in relation to your response to any consultation.

We will only use this personal information in order to (1) collate and analyse responses and (2) to comply with any publication requirements that we may have in relation to the relevant consultation process.

It is in our legitimate interests to process your personal information in this way, as it is necessary to consider third party views, and these interests are not overridden by any detriment to your rights or freedoms. Sometimes we may be under a legal obligation to consult with interested parties and on some occasions, we may need your consent to process your personal data.

## Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

## Disclosure of your information

We may have to share your personal information with third parties, including service providers and other companies in the Drax group. We require third parties to respect the security of your personal information and to treat it in accordance with the law. We have a Third-Party Onboarding Privacy Policy that governs our appointment of third-party service providers where we may share, or they may be able to access, personal information that we control. It requires us to carry out due diligence on them and to ensure appropriate data protection terms are in our agreement with them.

In addition, we may share your personal information for the following reasons:

- stakeholder management and management reporting;
- if we are under a duty to disclose or share your personal information in order to comply with any legal obligation, or in order to enforce or apply any contractual terms;
- in the event that we sell or buy any business or assets, in which case we may disclose your personal information to the prospective seller or buyer; or
- if we or substantially all of our assets are acquired by a third party, in which case personal information held by us will be one of the transferred assets.

### Storage of your personal information

How long will we use your information for?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal information, we consider the amount, nature, and sensitivity of the personal information, the potential risk of harm from unauthorised use or disclosure of your personal information, the purposes for which we process your personal information and whether we can achieve those purposes through other means, and the applicable legal requirements.

Details of retention periods for different aspects of your personal information can be obtained by contacting us using the details in the "Contacting Us" section at the end of this notice.

For example, in the UK we have to keep basic information about consultation zone stakeholders of our power generation development projects for a period of two years, while the application is being considered by the Planning Inspectorate and UK government. This period can vary if the application process takes longer than expected.

In some circumstances:

- you can ask us to delete your personal information, see Your Rights below for further details;
- and we may anonymise your personal information (so that it can no longer be associated with you) for research, planning application or statistical purposes in which case, we may use this information indefinitely without further notice to you.

### DATA SECURITY

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed such as corporate firewalls protecting multilayer server configuration and penetration testing. If you would like to know more, contact us using the details in the "Contacting Us" section at the end of this notice.

In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality and an obligation to comply with data protection law. See the Data Sharing section above for further information.

We have put in place procedures to deal with any suspected data security breach and will notify you and the regulator of a suspected breach where we are legally required to do so.

### RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

#### Your duty to inform us of changes

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 your working relationship with us.

### Your rights in connection with personal information

Data protection laws provide you with rights when your data is processed in the UK, Canada and Japan. Where you are not entitled to exercise a right, we will consider your request and feedback accordingly.

- Request information about how and with who your personal information is being used or shared (UK, British Columbia and Japan)
- Request access to your personal information. This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it (UK, Canada and Japan);
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected (UK, Canada and Japan);
- Request erasure of your personal information in certain circumstances. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below). However, this is not an absolute right and there will be circumstances where we are required to retain your personal information (UK and Japan);
- Request the restriction of processing of your personal information in certain circumstances. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing (UK only);
- Request the transfer of your personal information to yourself or another party (UK only).

You also have a right to object to the processing of your personal information (UK and Japan).

If you want to exercise any of these rights, please contact us using the details in the "Contacting Us" section at the end of this notice.

Please note, you have the right to make a complaint at any time to the regulator for data protection issues as follows:

[UK Information Commissioner's Office \(ICO\)](#)

[Office of the Privacy Commissioner of Canada](#)

[Office of the Information & Privacy Commissioner for British Columbia](#)

[Office of the Information & Privacy Commissioner for Alberta](#)

We would, however, appreciate the chance to deal with your concerns before you approach the regulator, so please contact us in the first instance using the contact details set out below.

You also have a right to request a file review by the regulator (Canada only).

#### No fee usually required

You will not usually have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

### What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

### Timing of our response

We do our best to respond to all legitimate requests within 30 days. Occasionally, it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

## RIGHT TO WITHDRAW CONSENT

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time (UK and Canada).

To withdraw your consent, please contact us using the details in the "Contacting Us" section at the end of this notice. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

## CHANGES TO THIS PRIVACY NOTICE

We reserve the right to update this notice at any time, and we will provide you with a new notice when we make any material updates. We may also notify you in other ways from time to time about the processing of your personal information.

## CONTACTING US

If you wish to submit an individual rights request or complaint, please visit our [secure portal](#).

Effective from August 2024