

Privacy Notice for Public Consultations/Surveys

Information Held About you

The following information is needed to help us ensure that our services are accessible to all. Your answers will be treated in the strictest confidence and will not be used to identify you. You do not have to complete this form, but it will help us to improve our services if you do. The information you provide us with may include:

- Your Gender
- Age
- Whether you have a disability/long term health problem
- Sexual orientation
- Religion/belief
- National/ethnic identity
- Postcode
- Contact details, such as address or email address in case if you would like us to contact you for future/further research

Who is processing my data?

All personal data held, is processed in accordance with data protection law. The Data Controller for the information outlined in this privacy notice is Herefordshire Council.

How will we use the Information we hold about you?

Any information you provide will held and used in accordance with the Data Protection Act 2018 for the purposes set out in the introduction of the consultation. It will not be shared with any third parties but where appropriate it will be used to support the planning of services and the continuous improvement of various functions. Any comments provided may be included in an anonymous form in any published results.

What is the legal basis for us to process your data?

The legal basis for processing the data is *your consent*, which you can withdraw at any time by notifying us

Who we will share your information with

When consultations/surveys are carried out by external consultants on behalf of the council, the information in response to the consultation/ survey will be held and used in accordance with the Data Protection Act 2018. The council will share this information with external consultants who will analyse the results and publish a report of findings in an anonymised format. The council will not disclose your information to any unauthorised person or body.

We will not normally share your information with organisations without your consent, however, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is

shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

How Long do we Keep your Records

We will only keep your information for the minimum period necessary. The information outlined in this privacy notice will be kept for 3 months after we publish the results of the consultation. All information will be held securely and destroyed under confidential conditions.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To request your records, you will need to put your request in writing and provide proof of identification to the Information Governance Team, Herefordshire Council, Plough Lane, Hereford HR4 0LE or via email, informationgovernance@herefordshire.gov.uk

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Providing Accurate Information

It is important that we hold accurate and up to date information about you in order to assess your needs and delivery the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

Further information

If you have any questions or concerns about how your information is used, please contact <team> in the first instance. You can also contact the Data Protection Officer, Carol Trachonitis, at Herefordshire Council, Plough Lane, Hereford HR4 0LE, telephone (01432) 260616, email: informationgovernance@herefordshire.gov.uk

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>