Consultation and Engagement Privacy Notice

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| **Data Controller** | North East Lincolnshire Council |
| **Our contact details:**  | Consultation team: Consultation@nelincs.gov.ukMunicipal Offices, Town Hall Square, Grimsby, North East Lincolnshire, DN31 1HUTel: 324380 or 326763 |
| **The purpose we are processing your personal data for is** | To undertake consultations and engagement to inform the decisions of the Council and our partners. Further information concerning the specific purpose your personal information is being processed for is provided as part of the introduction of each individual consultation and / or engagement activity. |
| **Using your personal information for other purposes**  | We will not process your personal data for any other purpose than that for which it was collected, without first providing you with information on that other purpose and seeking your consent if applicable; except were we are required to disclose your personal data in accordance with legislation for example in relation to the prevention and detection of crime, counter terrorism, safeguarding, legal proceedings or to protect interests of you or another. |
| **Organisations acting on our behalf to process your personal data** | The organisations processing your personal data will be specified for each individual consultation and / or engagement activity.The overall results of each individual consultation and / or engagement activity will be made available at an aggregated and anonymised level to the Council and its partners including NEL CCG, Humberside Police and Humberside Fire and Rescue Service.Examples of aggregation / anonymisation including reporting:* In age ranges rather than specific age;
* At Ward or LSOA level rather than Postcode;
* Ethnicity at other rather than a specific ethnicity group when that is at a low or an identifiable level.
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| **The fair and lawful basis we are processing your personal data on is** | Personal data is processed on the basis that it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller and the data subject has given consent to the processing of his or her personal data for one or more specific purposes. Special categories of personal data processed on the basis that the data subject has given explicit consent to the processing of those personal data for one or more specified purposes. |
| **Am I required to provide the Council with my personal data** | No, participation in our consultations and engagement activities is voluntary. |
| **Does the Council’s processing of my personal data involve automated decision-making, including profiling?** | No. |
| **Can I withdraw my consent for processing** | You can ask us to stop processing your personal data at any time. |
| **Who we will share your personal data with** | Only the organisations participating in each consultation or engagement activity will have access to the source data at the individual response level. The names of the organisations participating in each consultation or engagement activity will be clearly identified in the introduction of each consultation or engagement activity.The overall results of each individual consultation and / or engagement activity will be made available at an aggregated and anonymised level to the Council and its partners including Police, Fire and Rescue Service, NEL CCG. The results will also be published at an aggregated level. |
| **Transfers of personal data to a third country** | Surveys are undertaken using QuestionPro. The data collected by QuestionPro is transferred and held on servers in the Netherlands. |
| **How long we will retain your personal data for** | For each consultation or engagement activity data at an individual response level will be retained for 6 years.After this data will normally only be held at an aggregated level. |
| **What are my rights in relation to my personal data?** | You have the right to access the personal data we hold about you; to request we rectify or erase your personal data; to object to or restrict processing in certain circumstances; and a right of data portability in certain circumstances. More information on your rights can be found on our website: <https://www.nelincs.gov.uk/your-council/information-governance/data-protection/> |
| **Who can I complain to?** | If you are dissatisfied with how we have processed your personal data you can contact the Data Protection Officer to request an internal review.If you are dissatisfied with the outcome of the internal review, they have the right to appeal directly to the Information Commissioner for an independent review. <https://ico.org.uk/concerns/> |
| **Contact details for our Data Protection Officer** | Email: Transparency@nelincs.gov.ukTel: (01472) 323372Postal: North East Lincolnshire Council, Municipal Offices, Town Hall Square, Grimsby, North East Lincolnshire, DN31 1HU |

Last Updated December 2020