

Your Sefton Your Say eConsultation website – Privacy Notice

Personal Information

We value your personal information. Sefton Council collects and processes personal information about its service users and its employees. Information is processed in accordance with the General Data Protection Regulation and the Data Protection Act 2018. We will only gather the minimum information necessary and use it to provide you with an effective and joined-up service. It will be adequately protected and shared with other agencies only where the law permits. Finally, it will be destroyed as soon as it is no longer required.

Sefton Council's registration number is Z6451588. The entry on the Information Commissioner's public register can be found at the following link:

<https://ico.org.uk/esdwebpages/search>

Consultations

Individual consultations may include capturing personal data for example your name, address and email address and equality monitoring data. Where this is the case, the consultations will have their own privacy notice at the start of the consultation, explaining why the information is needed and what will happen to the information and how you can withdraw your consent. The officer carrying out the consultation will seek your consent before any data is captured. For details about how to withdraw your consent to the processing of your personal data, please contact the Consultation Lead. Their details will be provided on the consultation survey and/or materials.

What we do with your personal data

We carry out consultations for different reasons. This can include wanting to develop or refresh a Strategy or to help us develop, change or end a service that we feel is needed or that people receive.

We may also want to ask you your views on how services you receive can be improved or for your feedback on your experiences of using services. We can sometimes collect people's personal information during engagement exercises as well, for example, booking onto an event, a registration form, an evaluation form or from photos and filming.

Some of the consultations we carry out are because we are duty bound to consult our citizens. For example, we ask the equality monitoring questions as part of completing consultation questionnaires and the lawful basis for this is the Equalities Act 2010, which makes provisions for Local Authorities to have due regard to reduce inequalities of outcome and consider equality and diversity across nine protected characteristics. As of 5 April 2011, the Council have had to comply with the Public-Sector Equality Duty, in the exercise of their functions (provision, criteria and practice), have due

regard to the need to eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.

Sharing your personal information with other agencies or departments

Sefton Council, along with all other Public-Sector agencies, are committed to providing joined-up, cost-effective services to all our customers. To do this it is sometimes necessary to share your information with other departments, agencies or external service providers. This will only be done where the law permits, and will be done in compliance with the law and in accordance with guidance provided by the Information Commissioner's Office.

For more detailed information, visit the [Information Commissioner's website](#).

Sharing without your knowledge

In certain rare and limited circumstances the Council is permitted to share your personal data without your knowledge. For example, where the information is needed for:

- the prevention and detection of a crime including fraud.
- the apprehension or prosecution of offenders.
- the assessment or collection of tax or duty.

The Council will still refuse to release personal information if it feels the request is not compliant with the requirements of the General Data Protection Regulation, or if it determines the request is not fair or lawful.

How we store your information

Your information is securely stored on Sefton Council's Citizens Space server.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information that we hold. To make a request for your personal information please contact the Lead Officer for the respective Consultation. You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed and
- right to data portability in certain circumstances
- The right to lodge a complaint with the supervisory authority (the Information Commissioner's Office).

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

If you would like further information about this privacy notice, please contact:

Jayne Vincent at: yourseftonyoursay@sefton.gov.uk

Telephone 0151 934 3733

Or contact Sefton Council's Data Protection Officer at:

Telephone: 0345 140 0845 e-mail: ino.information@sefton.gov.uk