**PRIVACY NOTICE FOR ‘Tak£500+’ Participatory Budgeting (PB) Fund: Market Place Decision-Making Events**

**Purpose and lawful basis for processing**

**Evaluation Survey**

We want to know what you think about the Market Stall and Decision-Making Events and the Tak£500+ PB fund overall. We will be administering a survey at the events, which will also be available online. Those who complete a survey will have the option of entering a prize draw. Our purpose for processing your personal data is for evaluation purposes and to make contact with you if you win a prize in the draw.

**Voting Forms**

We will also be asking some equality monitoring questions on the voting forms. It will be optional for voters to respond to these questions.

**Filming and Photography at Events**

Council will be filming and taking photographs at the events for evaluation and promotional purposes. Video clips and photographs will be published on Council’s social media accounts and website.

We are processing the personal information you provide under the UK General Data Protection Regulation (UK GDPR). The lawful basis we are relying on to process your personal data is Article 6 (1) (e) of the UK GDPR, which allows us to process personal data when

1. **Consent:** the individual has given clear consent for council to process their personal data for a specific purpose.

**What do we need?**

We only collect and use the minimum amount of personal information required.

We will be asking some basic equality monitoring questions on the voting forms and these will be optional. We are collecting this information to understand who is voting and any ages, areas or genders underrepresented as voters in the process. Anyone aged eight and over can vote at any of the events.

If you complete a survey about the event and you wish to enter the prize draw the information that we will collect about you in the survey is:

* Name
* Mobile Number
* Email Address

We will also process any other personal data you choose to provide in your response to the survey questions.

**What do we do with it?**

We will process personal information provided to us to:

* contact you if you win the prize draw for the purpose of arranging your prize;
* understand groups that are underrepresented as voters in the process and use this information to promote the future PB projects.

Your views, ideas and proposals may appear in evaluation reports and may also feed into the Statement of Progress and press releases when we are promoting the project.

Your contact details from this application process will be held on a secure database and where appropriate shared with other Council departments for the purpose of getting in touch with you about your prize.

We will use video footage from the event in the following ways:

* development of an overall project video, similar to the video for the first process, available at this link: <https://www.armaghbanbridgecraigavon.gov.uk/take500/>
* development of a short video to announce the funding results
* development of short clips from the first and second events to promote the second and third events
* all films and short clips will be posted on social media and/or published on Council and/or partner websites.

We will use photographs from the events in a similar way, for evaluation and promotional purposes and they will be posted on social media and/or published on Council and/or partner websites. If you do not wish to appear in any video or photos please let one of the event staff know.

**How long do we keep it?**

The responses including your personal data you provide will be stored on secure servers for 5 years.

**Do we use any data processors?**

**Surveys**

Council has appointed Community Places to carry out the learning report for this project to inform future PB processes. Council will not share any identifying personal information with Community Places, i.e Name, Mobile Number or Email Address.

Council have a contract with Delib Citizen Space to provide the Consultation Hub service as a method to gather the responses. This service provides the online platform for Council to design and publish online public engagement activities including this application process. This is also the service used by Council when it commissions third parties to carry out engagement activities, unless otherwise stated.

Council is the data controller, Delib is the data processor and Rackspace Limited, which hosts the platform, is a sub-processor. You can find details of the Consultation Hub’s privacy policy via [armaghbanbridgecraigavon.citizenspace.com/privacy policy](https://armaghbanbridgecraigavon.citizenspace.com/privacy_policy/).

You can find privacy statements relating to Delib’s service to its customers and their Data Protection Officer’s contact details via [www.delib.net/privacy](http://www.delib.net/privacy).

**Voting Forms**

All voting will be at the events and will be done with hard copy voting forms. These will be kept for the purposes of counting and verifying votes and equality monitoring. They will be kept for 12 months and then destroyed.

**Where is the information stored? Do we transfer data overseas?**

**Surveys**

The survey responses including your personal data you provided will be stored on secureCouncil servers. Any hard copy surveys will be transferred onto secure Council servers before being destroyed in a confidential manner. Hard copied will be locked in a secure space prior to being entered onto Council servers.

Council have a contract with Delib Citizen Space to provide the Consultation Hub service as a method to gather the responses. All data collected through this platform is stored in the UK in secure data centres operated and managed by Delib’s chosen Infrastructure as a Service provider. You can find details of the Consultation Hub’s privacy policy via armaghbanbridgecraigavon.citizenspace.com/privacy policy.

You can find privacy statements relating to Delib’s service to its customers and their Data Protection Officer’s contact details via [www.delib.net/privacy](http://www.delib.net/privacy).

**What are your rights?**

If you have any questions regarding this application, or you wish to withdraw from the process, please contact the Community Planning Department:-

Email: communityplanning@armaghbanbridgecraigavon.gov.uk

For more information on your rights, please refer to the Information Commissioner’s Office website please see '[Your data protection rights](https://ico.org.uk/global/privacy-notice/your-data-protection-rights/)'.

If you are unhappy with the way in which we have processed your personal data then you have the [right to complain](https://ico.org.uk/make-a-complaint/) to the ICO as the UK supervisory authority.