

Privacy Notice - How we use your information

Vision 24 Survey

Calderdale Metropolitan Borough Council of Town Hall, Crossley Street, Halifax, HX1 1UJ is registered with the Information Commissioners Office (ICO) under the provisions of the Data Protection Act 2018. The Council takes its responsibilities as Data Controller under the Act very seriously. This privacy notice explains how your personal information will be processed if you choose to complete the Vision 24 Survey.

The type of information we will collect

Some or all of the following personal information, if you have chosen to give it, may be collected directly from you:

- Name
- Age
- Sex
- Gender identity
- Sexual orientation
- Address, telephone number, email address
- Ethnicity
- If you have a disability or long-term health condition
- Employment status
- Your thoughts/opinions on topics/questions

Why we collect and hold this information

- To collect statistical data for reporting purposes.
- To communicate with winners of the prize draw (applies to those who have chosen to share their email and/or telephone number).
- So that we can monitor the diversity of people taking part in surveys. It is usually important that surveys are as representative as possible of all the different people living in Calderdale. When we monitor the diversity of the people completing surveys, we can identify any gaps and look for ways to tackle them.

Sharing your personal data

Data will be shared between the Council and Snap Surveys if you have completed a Calderdale Council survey via their website: <https://www.snapsurveys.com/> (on which their privacy notice can be viewed). Your personal information will not be shared with any other external organisations. We will never share your information with third parties without your consent unless the law allows us to do so.

The lawful basis for processing your data

- Article 6(1)(a) and 9(2)(a) – your explicit consent to process the information for the purposes stated
- Article 6(1)(b) – processing is necessary for the performance of a contract to which the data subject is a party (in respect of the personal data necessary to administer the prize draw)

Retaining your personal information

Personal information given in the survey will be retained in an identifiable format for a maximum of 2 years from the closure of the survey, at which time it will be securely destroyed. Names, emails and phone numbers shared for the purposes of taking part in the prize draw will be deleted within 28 days of completion of the prize draw.

Your rights

The GDPR provides the following rights for individuals. Not all rights are absolute and therefore will only apply in certain circumstances:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling.

You have the right to withdraw your consent to us processing your personal details and thereby withdraw your participation in the prize draw by contacting Performance.Businessintelligence@calderdale.gov.uk.

You also have the right to complain to the Data Protection Officer if you feel that your data has not been handled in accordance with the law. The Council's Data Protection Officer is Tracie Robinson and can be contacted at information_management@calderdale.gov.uk. You also have the right to lodge a complaint with the Information Commissioner's Office at www.ico.org.uk

If you wish to make a request, withdraw your consent, or request further information, please contact: Performance.Businessintelligence@calderdale.gov.uk