

Privacy Notice for Consultations

**DATE: Reviewed Nov 2021
V1.0**



Consultation

Our core data protection obligations and commitments are set out in the council's **primary** privacy notice at www.bolton.gov.uk

This notice provides additional privacy information for:

- people taking part in consultations
- partners working with Bolton Council

In relation to consultations, it describes

- how we collect, use and share personal information about you
- the types of personal information we need to process, including information the law describes as 'special' because of its sensitivity

It is important that you read this notice, together with any other privacy information we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

The information collected and held will vary dependent on the service used.

Consultation service

We use your personal information:

- To seek your opinions on services and events
- To allow us to categorise survey responses, for example by age or sex, so that we can see if there are any differences in people's experiences or opinions

What personal information do we collect?

The questions that ask for this information will be voluntary, so you don't need to give any personal information if you don't want to.

We will only collect information that is needed for a particular survey. This may include:

- Postcode
- Age / date of birth
- Email address
- Sex
- Racial origin

Occasionally we may ask for other personal information such as health or caring status.

Legal basis for processing

The legal basis for processing your personal information is:

- Article 6 of the UK GDPR provides two main legal bases for processing when we undertake public consultations namely, performance of a task in the public interest or in certain more limited instances we will have a statutory duty to do so.
- Where any sensitive (special category) data is being processed the Council will rely on Article 9 of UK GDPR where the consultee has provided their explicit consent.

If we are not able to engage with our residents, visitors and businesses through public consultations it will adversely impact on our ability to plan and shape service provision and offer events.

Information sharing / recipients

Any personal information you give will normally only be used to contact you about that specific consultation.

Personal data may be used to categorise responses, but all responses will be anonymised, and no individual will be identified in any reports.

Data collected for consultation purposes will not normally be shared without your specific 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. Only the minimum information for the purpose will be shared.

Automated Decisions

For this service:

- All the decisions we make about you involve human intervention

Data retention / criteria

We will only keep your personal information for as long as the law specifies or where the law does not specify this, for the length of time determined by our business requirements.

Rights of individuals

You have certain rights in relation to the council's use of your personal information.

To find out more about how these rights apply in particular circumstances, please refer to our [Guide to exercising your rights](#) or alternatively visit the Information Commissioner's web site at www.ico.org.uk

If you wish to exercise your rights or to raise a concern about the handling of your personal information by the council, please contact our Information Governance Team at information.security@bolton.gov.uk.

If you are still unsatisfied you should contact **The Information Commissioner's Office** by post at the ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or by telephone 0303 123 1113

Updates to Privacy Notice

We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details