

## **Privacy Notice for Future Norfolk website and survey**

This privacy notice provides details on how we, Breckland Council, Borough Council of King's Lynn and West Norfolk, Broadland District Council, Great Yarmouth District Council, North Norfolk District Council, and Norwich City Council ("the Councils"), use your personal information in respect of Future Norfolk Survey, which is being run by Breckland District Council on behalf of the Councils.

By 'use' we mean the various ways it may be processed, including storing and sharing the information.

The Councils are what is known as the 'Data Controller' for your data, and act as independent, sole data controllers. The Controller is determined by the local authority area you live in. Breckland District Council is acting as a 'Data Processor' in relation to personal data collected via the survey.

The Councils are committed to protecting the privacy and security of your information. This Notice informs you how we collect and process your personal data in accordance with data protection legislation when you respond to this public survey. Responses are by online only. All information submitted to us will be treated in accordance with data protection principles.

This privacy notice sets out:

- how we process your personal data when you respond to our survey
- the rights you have under the UK General Data Protection Regulation (UK GDPR)

### **Purpose**

We collect your personal data as part of the survey process:

- to identify any responses from bots or other fraudulent sources
- to contact you with an acknowledgement following your response
- to produce anonymous statistical data

### **The data we collect**

We collect and process the following personal data:

- your email address
- any personal data you volunteer in the free text box
- your Internet Protocol (IP) address, and details of which version of web browser you used
- information on how you used the site, provided by cookies and page tagging techniques
- your postcode
- your age band

## **Who provides this information**

We receive all the information from you.

## **Lawful basis for processing your personal data**

The lawful basis we are relying on to process your personal data is article 6(1)(e) of the UK GDPR, which allows the Councils to process personal data when this is necessary for the performance of our public tasks in the exercise of our official authority.

## **What we do with your data**

Your information will be collected on behalf of The Councils and will be processed by Breckland Council.

## **We will not:**

- sell or rent your data to third parties
- share your data with third parties for marketing purposes

**We will share your data if we are required to do so by law, for example** by court order, or to prevent fraud or other crime.

## **How long we keep your data**

We will only retain your personal data for as long as:

- it is needed for the purposes of the survey
- the law requires us to

This generally means that we will hold your personal data for up to 12 months from the close of the survey, after which it will be deleted.

## **How we keep your information**

The information is stored electronically on the councils' networks.

## **Your rights**

With respect to the processing of your personal data described in this notice, you have the right to request:

- information about how your personal data is processed
- a copy of the personal data you submitted in an accessible format
- that anything inaccurate in your personal data is corrected immediately
- that any incomplete personal data are completed, including by means of a supplementary statement
- that your personal data are erased if there is no longer a justification for them to be processed

- in certain circumstances (for example, where accuracy is contested) that the processing of your personal data is restricted

#### **You can also:**

- object to the processing of your personal data
- lodge a complaint with the Independent Information Commissioner (ICO) if you think we are not handling your data fairly or in accordance with the law

#### **Changes to this notice**

We may modify or amend this privacy notice at our discretion at any time. When we make changes to this notice, the last modified date at the top of this page will be updated. Any modification or amendment to this privacy notice will be applied to you and your data as of that revision date. If there are substantive changes to how your personal data is processed, we will take reasonable steps to make sure you know.

#### **How to contact us**

Contact the Data Protection Officer (DPO) with any concerns about how we or our services handle your personal information:

##### **Borough Council of King's Lynn and West Norfolk**

Data Protection Officer, Legal Services, King's Court, Chapel Street, King's Lynn PE30 1EX  
Email: [Data.Protection@west-norfolk.gov.uk](mailto:Data.Protection@west-norfolk.gov.uk)

##### **Breckland District Council**

Data Protection Officer, Legal Team, Elizabeth House, Walpole Loke, Dereham, Norfolk, NR19 1EE  
Email: [legal@Breckland.gov.uk](mailto:legal@Breckland.gov.uk)

##### **Broadland District Council**

Data Protection Officer, The Horizon Centre, Peachman Way, Broadland Business Park, Norwich, NR7 0WF  
Email: [data.protection@southnorfolkandbroadland.gov.uk](mailto:data.protection@southnorfolkandbroadland.gov.uk)

##### **Great Yarmouth Borough Council**

Data Protection Officer, Great Yarmouth Borough Council, Democratic Services, Town Hall, Hall Plain, Great Yarmouth Norfolk, NR30 2QF  
Telephone: 01493 846325  
Email: [gdpr@great-yarmouth.gov.uk](mailto:gdpr@great-yarmouth.gov.uk)

##### **North Norfolk District Council**

Data Protection Officer, North Norfolk District Council Legal Services Holt Road Cromer Norfolk NR27 9EN  
Telephone: 01263 516057  
Email: [data.protection@north-norfolk.gov.uk](mailto:data.protection@north-norfolk.gov.uk)

##### **Norwich City Council**

Data Protection Officer, Norwich City Council, City Hall, St Peter's Street, Norwich, NR2 1NH  
Telephone: 0344 980 3333  
Email: [DPO@norwich.gov.uk](mailto:DPO@norwich.gov.uk)

**Independent advice**

You can contact the Information Commissioner for independent advice about data protection issues or to make a complaint:

Information Commissioner's Office

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

Telephone: [0303 123 1113](tel:03031231113)

Textphone: [01625 545860](tel:01625545860)

Monday to Friday - 9am to 4:30pm

If you make a complaint to the Information Commissioner, it does not prejudice your right to seek redress through the courts.