

Corporate Consultation - Privacy Notice

Who are we?

Fenland District Council is a 'Data Controller' as defined by Article 4(7) of the General Data Protection Regulation (GDPR). This Privacy Notice is designed to help you understand how and why process your personal data for the purpose of corporate consultation. For more information on your rights and how to lodge a complaint, you should read this in conjunction with the Council's [Privacy Statement](#).

What personal information do we collect?

We may need to know the following information about you:

- Age (for equality monitoring)
- Email address
- Postal address
- Post code, or part of a post code

We may also need to know the following special category data:

- Equalities data including gender, disability, sexual orientation, religion or belief, ethnicity (optional responses)

Why do we need this?

We engage communities and other stakeholders to help us to support our decision making and to develop plans and services. As part of public consultation, we may ask respondents to provide us with equalities information about themselves to help us meet our duty under the Public Sector Equality Duty / Equality Act 2010. We may also collect a post code if we need to know if there are any differences in views from different geographical parts of the county. However, these responses are optional.

Why are we allowed to process your information?

Data protection law allows us to process your information within certain conditions. In this case we are using '(e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law' as set out in Article 6 of the GDPR.

We also need an appropriate lawful reason to process sensitive data. In this case we are processing your sensitive personal data as outlined under Article 9 of the GDPR for '(b) employment, social security and social protection law'.

Who will we share this with?

Sometimes we need to share your information with others. We will only do this when it is necessary in order to offer you this service, or if we are required to do so by law. We do not plan to share it with anyone else or use it for anything else. When it is necessary, we may disclose your personal information to other teams within the council, partners, stakeholders and other statutory bodies.

How do we keep your records confidential and secure?

Everyone working in the Council has a legal and professional duty to ensure that all your information is safely and securely protected and kept confidential. We will take all reasonable steps to prevent the loss, misuse or alteration of your personal information. Our networks are kept secure, internal and external IT is protected using appropriate safeguards, and audits ensure we protect your right to privacy and confidentiality. We only keep your records as long as we need to and are required to by law, after which they are securely destroyed.

How long is my information kept for?

We will only hold your information for as long as is necessary or as the law requires. Please see the Retention Schedule for details of how long we keep specific information sets.

Changes to this notice

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.