

# PRIVACY INFORMATION

## Viewpoint Citizen's Panel Database

### Your Privacy Information.

Please read this in conjunction with the Council's general Privacy Information that can be found here: <http://www.southglos.gov.uk/council-and-democracy/data-protection-and-freedom-of-information/privacy-statement/>

### Your Information

This Privacy Information relates to the personal information we have collected from activities relating to public consultations research.

We have made sure we will use your information according to the UK Data Protection laws by establishing the condition of delivering a statutory service and permission being provided by the customer to use the information.

### How we'll use your information

We'll use your information to provide the above service whilst complying with established lawful conditions.

### Who we can share your information with

In order to provide the service required we will share your information with the following:

- Other South Gloucestershire Council departments

We may also share your information with others outside of the Council e.g. regulators and other public organisations for the detection and prevention of crime.

### How long we'll keep your information

We'll keep your information for as long as you have a relationship with us. You can always 'opt out' at any-time by asking to be removed from the Viewpoint panel by emailing: [viewpoint@southglos.gov.uk](mailto:viewpoint@southglos.gov.uk) or calling us on 01454 868408.

We may retain anonymised information to help us improve our services in the future.

### Transferring your information overseas

Your information is not transferred and stored in countries outside the European Economic Area (EEA) for the provision of this service.

### Your rights

You have a number of rights relating to your information e.g. to see what we hold, to ask us to share it with another party, ask us to update incorrect or incomplete details, to object to or restrict processing of it or to make a complaint about how we are handling it. If you have given us your permission to use your information you also have the right to withdraw that permission at any time in the future.

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If you have any worries or questions about how your personal information is handled please contact our Data Protection Officer at [DPO@southglos.gov.uk](mailto:DPO@southglos.gov.uk) or write to us at Data Protection Officer, PO Box 1953, The Council Offices, Badminton Road, Bristol, BS37 0DB and we will be pleased to help you.

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Alternatively, visit [ico.org.uk](http://ico.org.uk) or email [casework@ico.org.uk](mailto:casework@ico.org.uk).