



## **Privacy Notice: Consultation Website**

**Updated: 11<sup>th</sup> April 2023**

This privacy notice tells you what to expect when Communiti collects personal information about you when you take part in one of our consultations. Communiti is committed to protecting your personal information. Whenever you provide such information we are legally obliged to use your information in line with all applicable laws concerning the protection of personal data, including the General Data Protection Regulation (GDPR).

### **What information will we collect about you?**

The type of information we will collect about you depends upon the requirements set out within each individual consultation. Please refer to the privacy notices within each consultation for more information on this.

In general, we will collect the following information about you:

- First name
- Last name
- Email address

Additional information may be requested depending on the specific requirements of the individual consultation.

Communiti collects information about how you use our website and the device(s) you use to access it. This includes collecting unique online identifiers such as IP addresses, which are numbers that uniquely identify a specific computer or other network device on the internet. For more information, see our section on 'cookies'.

### **How will Communiti use the information it collects about me?**

Communiti will use your personal data for a number of purposes including the following:

- To record accurately and analyse any questions you raise during consultation or feedback you have provided in response to a consultation;
- To report on our consultations, setting out what issues have been raised and how we have responded to that feedback (identifiable personal data will not be identified in any such reports);
- To personalise communications with individuals we are required to contact respondents to clarify their response (if necessary) or for future consultations or developments with a consultation.

The lawful justification for collecting and using your personal data is that it is for our legitimate interests and those of third parties (including the Planning Inspectorate), to ensure the consultation process, analysis and reporting are accurate and informative, and carried



out fairly and lawfully. Depending on the individual consultation, your consent is either given when you check the 'opt-in' field, or by simply emailing your opinions to us. You may withdraw your consent at any time by contacting us (see below) however, by doing so, we still retain your views but anonymise them, we will then be unable to contact you for clarification regarding your response.

Your information may be handled by multiple recipients, please refer to the individual privacy statements per consultation for more information regarding this.

We will keep your information within Communiti and our trusted third parties except where disclosure is required by law, for example to government bodies and law enforcement agencies. Your information is processed only in the UK and is not moved or transferred overseas.

### **How long will Communiti keep my information?**

The duration your data will be retained for is specified within each individual consultation privacy statement.

### **What rights do I have over my personal data?**

Under the General Data Protection Regulation, you have the right to:

- Access your personal data
- Rectification, erasure or restriction of information
- Object to the processing
- Data portability

To exercise your rights please contact the Communiti Data Protection Officer using the following contact details:

Data Protection Officer

Communiti

54 Paradise Lane

Formby

Liverpool

L37 7DX

**Or email:** [alun@communiti.uk](mailto:alun@communiti.uk)



## What if I find your response unsatisfactory?

Should you find our response unsatisfactory, you have the right to lodge a complaint with the supervisory authority – the Independent Commissioner's Office (ICO). You can find more information on the ICO website at <https://ico.org.uk/concerns/> regarding the complaints process.

## Privacy & Cookies

### What are cookies?

Cookies are small text files which are stored on your computer when you visit certain web pages. At Communiti we use cookies to understand how our sites are used which helps us to improve your overall online experience. Some of the cookies we use are necessary for some of our sites to work. The cookies we place on your computer do collect personally identifiable information like your name, address or payment details. To find out more about cookies, visit [www.aboutcookies.org](http://www.aboutcookies.org)

The privacy of your information is important to us and so we want to keep you well informed about cookies. We shall continue to work on initiatives in relation to recent cookie legislation to ensure you have the best experience when visiting our websites.

### The different types of cookies we use

Communiti use the following categories of cookies on our websites:

**Strictly necessary** – These cookies are essential for certain features of our websites to work. These cookies do not record identifiable personal information and we do not need your consent to place these cookies on your device. Without these cookies some services you have asked for cannot be provided.

**Performance** – These cookies are used to collect anonymous information about how you use our websites. This information is used to help us improve our websites and understand how effective our adverts are. In some case we use trusted third parties to collect this information for us but they only use the information for the purposes explained. By using our websites, you agree that we can place these types of cookies on your device.

**Functionality** – These cookies are used to provide services or remember settings to enhance your visit for example text size or other preferences. The information these cookies collect is anonymous and does not enable us to track your browsing activity on other websites. By using our websites, you agree that we can place these types of cookies on your device.

### Managing cookies

If you'd prefer to restrict, block or delete cookies from Communiti you can use your browser to do this. Each browser is different, so check the 'Help' menu of your particular browser to learn how to change your cookie preferences. If you choose to disable all cookies we cannot guarantee the performance of our websites and some features may not work as expected.



## **Complaints**

Should you have a complaint about the way your personal information is handled by Communiti, please contact:  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

0303 123 1113  
<https://ico.org.uk>

## **Changes to this privacy notice**

We will keep this privacy notice under regular review and we will place any updates here. At the start of this privacy notice we will tell you when it was last updated.