

Privacy Notice for Young People Consultation

1) Who are we?

- We are Gloucester City Council and provide public services to the people who live in and work in the City We collect waste, and look after things like your parks, bins and city centre. We also put on events and we are trying to do our bit to tackle climate change.
- Gloucester City Council have a responsibility to look after the information you give us. This means we are the 'controller' of information we collect about you and we decide how it is used.

2) What are we asking you to do?

- We want to invite you to take part in a project. We hope that the project we are working on will help us improve the way we work for young people.
- We are asking you to help us by answering a few questions about how you feel about Gloucester, what is important to you and who you would speak to if you had any questions about the Council.

3) Why are we running this project?

- We want you to feel involved in the decisions we make which affect you.
- This could be decisions about things like new parks in your area, or events which we want you to know about and join in with. It could also be things like new buildings and shopping centre in the city.
- We want you to feel involved and we want to listen to your views to improve the services we provide for you.

4) What will we do with your information?

- We will use the answers you provide to look at how we can do things differently, and how we can make you feel more involved with the Council and the decisions we make.
- We will not use your name or address in any of our decisions or publish it so no one will know who you are from the information we collect from you.

5) Who will see your information?

- We may publish the results of the project and what the young people who have taken part in the project have told us, but we will do this anonymously so no one will know who has told us what.
- Any information that identifies you or someone else you tell us about, will not be shared with anyone.
- Please try not to include any identifiable information in your answers. But if you do, we will remove that information before it is shared or published.

6) What will happen after the project is complete?

- A summary of all the information or 'data' we collect from everyone who takes part by completing the questionnaire, will be used in a report which will be published on the Council website.
- The report can be read by anyone on the internet, but the results will not show your name or any personal information about you.
- The report will be discussed during some of our Council meetings in early Autumn 2022.

- We hope to use the information and the results in the report to suggest some improvements to how we engage with you and listen to your views.

7) How long will we keep your information for?

- The report which shows the results of the project will be kept online indefinitely and will also be sent to the archivist so people can look back to see what young people were interested during the consultation period. Again, it will not show your name or any of your personal details.
- Your raw identifiable information we collect from you will be stored safely on our secure IT systems until December 1st, 2022.
- Anonymous, non-identifiable data will be retained permanently.

8) What now?

- **YOU** can decide if you want to take part in our project by filling in our questionnaire.
- We can only use your information if we have a legal reason to do . So, for this project we are asking for your permission. The proper name for this legal reason is 'consent'.
- If you have any questions about taking part, you can contact our officers by emailing Lauren or Liam:
Lauren: lauren.richards@gloucester.gov.uk
Liam: liam.moran@gloucester.gov.uk
- You can also withdraw your permission and consent by emailing Lauren or Liam, simply state your first name and email address you used to submit the responses and we will respond confirm the deletion of your responses. Please contact Lauren or Liam:

Lauren: lauren.richards@gloucester.gov.uk

Liam: liam.moran@gloucester.gov.uk

- If you want to complain about the way your information has been used, you have the right to lodge a complaint with the Information Commissioner's Office (ICO). For further information on your rights and how to complain to the ICO, please visit the ICO website:
www.ico.org.uk/