

PRIVACY INFORMATION

Inovem e-consult database

(General Public Consultations)

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/privacy>

Your Information

This Privacy Information relates to the personal information we have collected from activities relating to 'general public consultations[1]' promoted via the Council's corporate consultation system – 'Inovem eConsult'.

Inovem eConsult is administered on behalf of South Gloucestershire Council by our partner Inovem Ltd. You do not need to register if you want to browse our consultations or to take part in the vast majority of them.

However, you will need to register (by providing an email address) if you want to receive a regular email alerting you to current consultations run by South Gloucestershire Council, or partner agencies, based on the 'topics of interest' you have expressed an interest in.

Your email address (and any topic preferences) are personal information. As part of your registration you are required to create a password. This is so that you can access a 'My Profile' page on this website where you can change your email preferences, and also offers another way of unsubscribing from receiving the emails.

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

The information you provide will form part of your econsult registration. We only collect the minimum personal data required to provide your registration. The information is used for the performance of a task carried out in the public interest, as allowed under the General Data Protection Regulation Article 6 (1) (e).

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

¹ Excludes consultations on statutory planning policy documents, which are covered by a separate Privacy Notice.

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Who we can share your information with

In order to provide the service you 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, or for statistical research.

We will not share the information you provide with other organisations for commercial purposes.

Your personal information is not used for any automated decision-making or profiling except where you have asked us to inform you about consultations on certain topics. In that case, the regular notification email will be tailored to match your stated interests.

How long we'll keep your information

We'll keep your information for as long as you have a relationship with us. We will hold the information you provide on the system until you unsubscribe. You can unsubscribe at any time by clicking the 'unsubscribe' link in:

- The regular emails you receive (based on your selected 'topics of interest'), or
- The 'My Profile' area of Inovem eConsult

Specific information relating to this service will be retained according to the relevant record retention schedule which can be found [here](#). We may retain anonymised information about the service we provided to help us improve our services in the future.

Transferring your information overseas

Your information is not transferred and stored in countries outside the UK or 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.

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 or write to us

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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) via their [contact page](#) or call them on 0303 123 1113.