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| Privacy notice title: | Hexthorpe Public Space Protection Order - Consultation |
| Approved by: | Jo Evans |
| Approval date: | 18/12/23 |
| Drafted by: | Ellen Dook / Joanne Evans |
| Status: | Approved |

Wording for 'introduction' section

This Privacy Notice sets out what you need to know about how Doncaster Council will use your information to conduct and carry out a consultation on the renewal of the Hexthorpe Public Spaces Protection Order (PSPO)

The Council is committed to meeting its data protection obligations and handling your information securely. You should make sure you read and understand this notice before submitting your information to us.

What information about you do we collect?

For the processing to which this notice relates to be carried out we use the following information:

- personal information – such as: your gender, address and postcode, age and your personal opinions on the proposed renewal to our PSPO.
- special category personal information – such as: your ethnicity and information about your physical or mental health

How do we collect information about you?

We collect your information from you directly by asking you to complete the survey on our website.

How will your information be used?

Your opinions and views will be used as part of a consultation, to inform the process required to make decisions and amend the existing Hexthorpe Public Space Protection Order (PSPO), including the prohibited activities it governs. The Council must conduct a consultation with relevant citizens before it is able to make any changes. Your address and postcode is required for verification purposes and to ensure we have a wide range of views, from across Hexthorpe, responding to the consultation.

Information about your age, gender, ethnicity and health is processed for equality monitoring purposes and may be used in the decision making process about the PSPO. This is in line with the Council's duty under the Equality Act 2010.

The Council will also use your information to create statistics and will anonymise, and may publish, some consultation responses.

The Legal Basis for using your information

Information required by law

The law means that you have to give us the information we have asked for on this form. Your views on the PSPO are required, if you don't give us this information then we will be unable to use your consultation response to inform the final outcome.

The Council has a public sector equality duty to ensure its policies and decisions consider how they will affect citizens who are protected by the Equality Act. Therefore, the Council uses your personal and special category data to monitor its effectiveness in this area. You do not have to provide this information if you do not wish to.

The tables below set out the legal basis being relied upon for each of the activities that this Privacy Notice covers:

| Personal Data Activity | Legal basis - GDPR Article 6 | S8 DPA (delete as appropriate) | UK Legislation |
|--|--|--------------------------------|---|
| <ul style="list-style-type: none">to inform the decision to extend and amend the prohibited activities the Hexthorpe PSPO governsfor equality monitoring purposes | (1)(c) to do so is necessary because of a legal obligation that applies to the Council | | Section 72 of the Anti-social, Police and Crime Act 2014 Equality Act 2010 |

| Special Category Data Activity | Legal basis - GDPR Article 9 | DPA 2018 condition | Other considerations |
|--|--|---------------------------------------|----------------------|
| <ul style="list-style-type: none">For equality monitoring purposes | (2)(g) Processing is necessary for reasons of substantial public interest. | Part 2 section 8 of schedule 1 | Equality Act 2010 |

Who will your information be shared with?

We sometimes need to share your information within the Council or with other organisations. We will only share your information when necessary and when the law allows us to, and we will only share the minimum information we need to. For consultation matters we may need to share your information with:

- Councillors
- The Leadership Team
- Other key decision makers within the Council
- Microsoft Forms – the platform used to conduct our online survey

Once the consultation is completed a report will be prepared, which will contain an analysis of the feedback provided and also some anonymised comments.

In certain cases, we may also share your information with other individuals and organisations. For example, if you make a complaint to your Councillor, or if the sharing would help with a safeguarding issue or help prevent a crime. Sometimes, we might share your information without your knowledge.

The Council will never sell your information to anyone else.

How long will we keep your information?

We will keep your information for different periods of time, depending on what we are using it for. We only keep your information for as long as we need to, after which we will securely delete the information.

We will keep your information for only so long as is necessary – the table below sets out typical timescales for each activity:

| Activity | Time information kept for |
|--|--|
| All personal data collected and used for the purposes of conducting the PSPO consultation and for equality monitoring. | 3 years from the date the decision is made on the PSPO |

Your rights

The law gives you specific rights over your information. These rights are:

- to be informed of our use of information about you;
- of access to information about you;
- rectify information about you that is inaccurate;
- to have your information erased (the 'right to be forgotten');
- to restrict how we use information about you;
- to move your information to a new service provider;
- to object to how we use information about you;
- not to have decisions made about you on the basis of automated decision making;
- to object to direct marketing; and,
- to complain about anything the Council does with your information (please see the 'Complaints' section below).
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Some of the rights listed above apply only in certain situations, and some have a limited effect. Your rights are explained further in the [Individuals' Rights Procedure](#) on our website, as is how to make a request under one or more of them.

You can request information about yourself by making a subject access request on [this](#) page of the Council's website.

Changes to this privacy notice

This notice is kept under regular review to make sure it is up to date and accurate.

Data Protection Officer (DPO)

The Council is required by law to have a DPO. The DPO has a number of duties, including:

- monitoring the Council's compliance with data protection law;
- providing expert advice and guidance on data protection;
- acting as the point of contact for data subjects; and,
- co-operating and consulting with the Information Commissioner's Office (see 'Complaints' below).

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The Council's Data Protection Officer can be contacted by email at information.governance@doncaster.gov.uk

Complaints

If you are unhappy with the way in which your information has been handled you should contact the Council's Data Protection Officer so that we can try and put things right.

Alternatively, and if we have been unable to resolve your complaint, you can also refer the matter to the Information Commissioner's Office (ICO). The ICO is the UK's independent body set up to uphold information rights, and they can investigate and adjudicate on any data protection related concerns you raise with them. They can be contacted via the methods below:

Website: www.ico.org.uk

Telephone: 0303 123 1113

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