

This is a notice about how Cambridge City Council keeps your information private when you are taking part in a project.

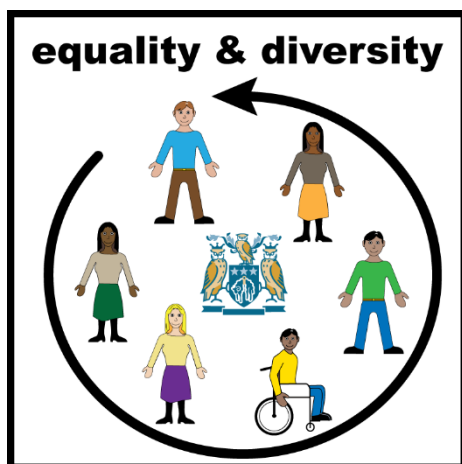


1. Who we are

This project is run by **Cambridge City Council**.

The council is working with local **voluntary, community and social enterprise (VCSE)** organisations to find out how people feel about belonging in Cambridge.

Cambridge City Council decides what information is collected and how the information is used. The VCSE organisations follow the council's instructions on this.



2. What this project is for

We are working with people in local communities.

We want to:

- listen to people's experiences
- hear what matters most to communities

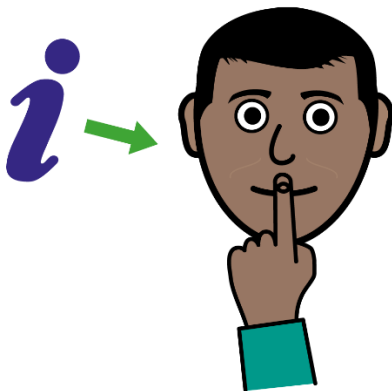
The information will help the council:

- think about how to get better at equality and diversity in all their work
- follow the law called the **Equality Act 2010**
- make better decisions
- improve services for everyone

community



anonymous



3. What information we collect

We will ask you:

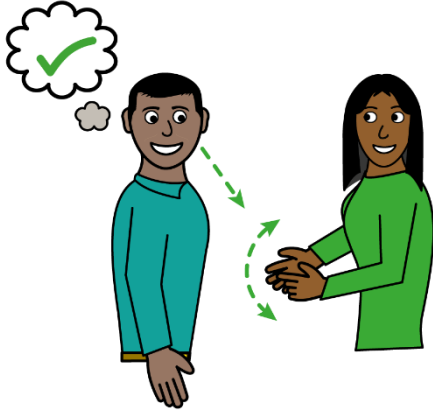
- questions about **community and belonging**
- some questions about **you**, like your age or background

We only collect personal information if **you choose to**:

- join an email list to get updates about our project
- enter a prize draw

We will look at your answers separately from your name and email address. When we look at everyone's answers together, we will not be able to identify you.

I do understand



4. Why we collect this information

We use the answers to:

- understand people's experiences
- understand what communities need
- check if the council is being fair
- improve council services
- build trust with local communities

We only use your email address to:

- send you updates about the project, if you want them
- contact you if you win a prize draw

the law



5. Our legal reason for using information

There are laws called the UK General Data Protection Regulation and Data Protection Act 2018 that protect your information.

We are allowed to collect information to follow the law called the Equality Act 2010. This law says that we must find out how to improve our services for everyone.

If you don't give us your email address, your answers will be anonymous, so GDPR law says that your information will be safe

because no one will know who you are.

If you give your email address:

- you are giving **permission** for us to use it
- you can change your mind at any time
- If you change your mind, you can contact us by email at equalities@cambridge.gov.uk and ask us to delete it.



6 How we keep information safe

- All answers are anonymous
- No one can tell who gave which answer
- VCSE organisations keep your information safe
- The council keeps email addresses secure

Your information is:

- never used for marketing
- never shared for other reasons



7 How long we keep information for

Anonymous answers may be kept for learning and reports.

Email addresses are kept until:

- you unsubscribe (you ask to have your email address removed) or
- the project ends



8 Your rights

If you give your email address, you can:

- stop getting emails at any time
- ask for your email to be removed
- ask how your information is used

Because answers are anonymous:

- they cannot be changed or removed once sent

If you have questions, or want to stop taking part, contact:

 equalities@cambridge.gov.uk