

# Privacy Notice - Consultation & Engagement

## **Privacy Notice for online engagement**

This privacy notice is to be read in conjunction with the [full privacy notice](#). Our online engagement platform is operated by Delib, however Delib does not own any consultation/engagement responses and/or feedback you have submitted to the Customer Website.

This privacy notice sets out how the Communications and Engagement team at the London Borough of Sutton will use and process your information.

### **What type of information is collected about you?**

- Postcode
- Contact details; including name, address, email address, telephone number
- Feedback on a consultation
- Cookies
- IP addresses

### **We may also collect sensitive personal data that may include:**

- Equalities data - eg ethnicity, religion, sexuality, disability or if you are a carer

### **We need your information for the following services and functions:**

- To engage communities and other stakeholders to help us develop plans and services.
- At times, we will also consult/engage with you to help us with our decision making.
- We use your personal information to inform you of the outcome of the consultation, if you have requested updates.

### **Who your information may be shared with**

Delib is our online platform provider. Anonymised data may be provided to relevant organisations such as partners, stakeholders or statutory bodies. We will not share sensitive information which could identify individuals, however aggregated data may be shared with our data website ([www.data.sutton.gov.uk](http://www.data.sutton.gov.uk)).

### **The legal basis for processing your information**

We are required to collect, use and hold personal data about individuals. Data is required for the purposes of carrying out our statutory obligations (Public Task), delivering services and meeting the needs of individuals that we deal with. This includes current, past and prospective employees, service users, members of the public, members of the Council, our business partners and other local authorities or public bodies.

### **How long will we keep your information?**

Sutton Council has retention schedules in place to ensure that information is only held for as long as it is needed. We will keep statistical information from survey data, however will delete all personal information after five years.

### **Where can I find more information?**

Please contact the Council's Data Protection Officer at [dpo@sutton.gov.uk](mailto:dpo@sutton.gov.uk)