

Aberdeen City Voice –Privacy Notice

This statement provides details of what information we collect from you, what we do with it and who it might be shared with.

Why are we asking for your information?

Aberdeen City Council collects your contact details to send you our questionnaires and newsletters. The only personal information we require is your **contact details** so that we can contact you (either by post or email) to send you our questionnaires and newsletters.

We also collect personal information such as age, gender, ethnicity, as well as information about your employment, health and family to allow us to look at whether responses vary by different social groups. Understanding these differences can help our Community Planning partners to prioritise their activities but giving us **these additional personal details is entirely your choice**. You can still participate in the questionnaires and receive newsletters even if you decide not to provide these additional personal details.

We do not share your contact details or your personal information with anyone. It is only used for the purposes of administering the questionnaires and informing the data analyses when questionnaire responses are received. All questionnaire responses are held anonymously.

Your contact details and personal information are held for the duration of time that you are on the Aberdeen City Voice Panel. If, at any time and for any reason, you decide you no longer want to be on the Panel you can contact us at cityvoice@aberdeencity.gov.uk or Tel: 01224 522421 and your information will be removed from the database.

Your data, your rights

You've got legal rights about the way the Council handles and uses your data, including the right to ask for a copy of it, and to ask us to stop doing something with your data. More information about all of your rights is available at www.aberdeencity.gov.uk/your-data. If you've got any queries about your data, get in touch with the Council's Data Protection Officer by email at DataProtectionOfficer@aberdeencity.gov.uk.

You also have the right to make a complaint to the Information Commissioner's Office: www.ico.org.uk. They are the body responsible for making sure organisations like the Council handle your data properly and lawfully.