

Aberdeen City Voice – Personal Information Privacy Statement

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

What information do we collect from you?

When you join the Citizens' Panel we ask you for two types of information. Firstly, we ask you for your contact details, i.e. your name, address, telephone number and email address (if you would like to receive the electronic version of the questionnaire). In addition to your contact details, we also ask you to provide personal information including age, gender, ethnic group, health status, employment status and housing status.

Why do we collect this information?

We collect your contact details in order to send you our questionnaires and newsletters.

We collect personal information such as age and gender to allow us to look at whether responses vary by different social groups. For example, older people may have different views to younger people, or people who live in one area of the city may have different views from those who live in another part of the city. Understanding these differences can help our Community Planning partners to prioritise their activities.

Do I have to give you my personal information?

No, it is not a requirement of joining the panel. As long as we can contact you (either by post or email) to send you our questionnaires, you do not have to provide any further personal information.

Who might we share this information with?

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

What do we do with your information?

Your information is held in a secure password-protected database which can only be accessed by members of the City Voice team. Each panellist is given a unique ID number. This ID number is used to link your personal information (e.g. age, gender) to your questionnaire responses. This ensures your questionnaire responses remain completely anonymous, while allowing us to have the necessary information for sub-group analyses.

How long do we keep hold of this information?

Your contact details and personal information are held for the duration of time that you are on the Citizen's Panel.

What if I decide I no longer want to be on the Citizens' Panel?

If, at any time and for any reason, you decide you no longer want to be on the Panel you can contact us (details below) and your information will be removed from the database.

How can I access the information you hold about me?

If you would like to find out what information we have, or have any other questions, please contact us at: cityvoice@aberdeencity.gov.uk or Tel: 01224 522421

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.