**Privacy Notice for Community Participation Project (World Cafes)**

**What this document is for**

This privacy notice provides details on how we, Broadland District Council and South Norfolk Council (“the councils”), use your personal information for the purposes of providing World Café Training and World Café events. World Cafés are community events that bring people together to have conversations and influence change. The Councils have commissioned Mutual Gain to provide World Café training to 50 people within the district areas and deliver two World Café events with support from the training participants.

By ‘use’ we mean the various ways it may be processed, including storing and sharing the information.

The Councils are what is known as the ‘Joint Data Controller’ for your data.

**Further details**

We also provide the following details in our general privacy notice on our websites (please follow relevant link below to access these)

* Your rights under the UK General Data Protection Regulation (the UK GDPR) and how to exercise them;
* How to make a complaint and contact our Data Protection Officer; and
* How to contact the regulator, the Information Commissioner’s Office

[South Norfolk Council](https://www.southnorfolkandbroadland.gov.uk/council/data-protection/south-norfolk-council-data-protection) [Broadland District Council](https://www.southnorfolkandbroadland.gov.uk/council/data-protection/broadland-district-council-data-protection)

**What we use your information for**

If we can offer you a space on the training

* To contact you to invite you to the World Café Training in which you have expressed an interest either ourselves or through our training provider.
* To provide you information regarding the World Café Training or events either ourselves or through our training provider.
* To invite you to World Café planning meetings and events either ourselves or through our training provider.
* To add you to a register of World Café Hosts so we can invite you to facilitate future World Café events.
* To collect feedback on the training or your experience as a World Café host either ourselves or through our training provider.
* Making reasonable adjustments to the training or the world café events based on the information you have provided.
* Our training provider will collect information about you including attendance and will share this with the Councils.
* If there is oversubscription to the training, we will use your information provided to decide who is best suited to receive training.

If we are unable to offer you a space on the training

* If we are unable to offer you a place on the training due to capacity we will contact you to notify you and add you to our waiting list for future opportunities relating to the World Café including events and training.
* To invite you to participate in World Café events either ourselves or through our training provider.

If you attend an event as a participant

* Contact you to request feedback
* To provide information relevant to the event you attended or future world café events
* To invite you to take part in future events and relevant projects
* To provide you a report and visual minutes from the world café events you attended.

**What personal data we collect and use about you**

We will collect and use the following information in relation to yourself:

* Contact Information - this could include your name, email address, and telephone number(s)
* Location – which district you live within, and your area or organisation you are employed by
* Any relevant reasonable adjustments required
* Attendance to training and events
* Your background and experience including previous experiences, relationship or role within your local community.
* If you are representing an organisation, your organisation and your job role.

**Who provides this information and how we share data**

We receive this information from you and our training provider.

We share your data with our training provider, who acts as a data processor on our behalf, which processes your data on behalf of the Councils as referred elsewhere in this Notice.

Any information which is shared will only be shared on a need-to-know basis, with appropriate individuals. Only the minimum information will be shared to achieve the desired outcome.

**How the law protects you and the legal basis for processing your information**

We have legal grounds under the UK GDPR to process this information and rely on your explicit consent.

We may also process special categories of data such as health data under Article 9.2 (a) of the UK GDPR (explicit consent).

**How long will we keep your personal information for**

The information you provide will be held securely by us.

Your information will be kept for the duration of the Community Participation Programme and will be deleted within 30 days of the programme ending unless you choose to opt of before this point and your data will be deleted as detailed below.

If you wish to opt-out of this at any point, please contact us at: [healthandwellbeingpartnerships@southnorfolkandbroadland.gov.uk](mailto:healthandwellbeingpartnerships@southnorfolkandbroadland.gov.uk)

Your data will be deleted within 1 calendar month.

**How we keep your information**

The information is stored electronically, on the Councils network including records management systems. Your information will also be held electronically by our delivery partner, Mutual Gain.

**Changes to this notice**

We may amend this privacy notice at any time so please review it frequently. The date below will be amended each time this notice is updated.

This notice was updated in December 2023.