**Privacy Notice for the Women’s Safety Charter Focus Groups**

**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 developing each Council’s Women’s Safety Charter.

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 ‘Data Controller’ for your data, and act as independent, sole data controllers. The Council that you complete the survey for is the ‘Data Controller’ for your personal 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.south-norfolk.gov.uk/about-us/data-protection) [Broadland District Council](https://www.broadland.gov.uk/downloads/download/528/data_protection_and_gdpr)

**What we use your information for**

South Norfolk andBroadland Councils will use your information to:

* tailor and develop our charter with accurate information from those who live, visit, or work in the district
* follow up with those who give us email addresses for a future focus group

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

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

* Name
* Email address

**How we keep and share your information**

The information will be stored on Council systems using Microsoft applications such as Forms and Excel. We will not share your personal data with any third parties (apart from Microsoft Forms).

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

We rely on consent in relation to processing your data.

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

The information you provide will be held securely by us for a period of no longer than **6 months after the survey has closed.** However, you are free to withdraw consent at any point by contacting us at [womensafetycharter@southnorfolkandbroadland.gov.uk](mailto:womensafetycharter@southnorfolkandbroadland.gov.uk) at which point we will destroy your personal data.

**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 November 2024.