**PLANNING AID WALES PRIVACY NOTICE**

**VALUE OF ENGAGEMENT IN PLANNING ONLINE SURVEY**

Planning Aid Wales (“we”, “us” and “our”) is committed to protecting your personal data. The notice is addressed to participants of the value of engagement in planning survey, (“you” and “your”). This Privacy Notice tells you why we need to collect personal information about you, what we will do with it, and how we will look after it. It also tells you about your legal rights in relation to your Personal Data. If you have any questions about this privacy notice, please contact us. Contact details are provided below.

**WHO WE ARE**

1. We are Planning Aid Wales, a charity that supports community engagement in the planning system in Wales. We are funded by Welsh Government and provide a range of information, advice, and training services to improve understanding and involvement in planning matters. More information about us can be found at

 [www.planningaidwales.org.uk/about-us](http://www.planningaidwales.org.uk/about-us).

For this research project we are collaborating with Place Studio Ltd.

**HOW YOUR DATA IS COLLECTED**

2. Your responses to the survey will be collected, stored anonymously and separately from personal data in a way that will make your responses non-directly attributable to you.

3. When you have completed the online survey, we will ask for information about you, such as your name, occupation, and email address.

**HOW WE USE DATA COLLECTED**

4. The responses that you give to the survey questions will be analysed to investigate

-  stakeholder opinions on the value of community engagement in the planning process in Wales and how this can be improved.

- differences in the opinions and priorities of different types and groups of stakeholders regarding the value of engagement and how these can be addressed in the delivery and the further improvement of the planning system.

Raw survey data will not be published or shared with any other party outside the research team. Our findings will be published publicly, but individual responses will not be identifiable.

**LEGAL BASIS FOR COLLECTING AND USING PERSONAL DATA**

5. We will only gather personal data in the final question of the survey. This personal data will be used exclusively for the purposes of this research to contact you with your consent and if we consider you could be of help for further stages in the work.

6. We will only use your Personal Data if we have valid reasons for doing so. These reasons are known as our “legal basis for processing”. The legal basis for processing your Personal Data is that it is

- necessary for the performance of a task carried out in the public interest 9in this case progressing and completing this research)

**WHO WE SHARE YOUR DATA WITH**

7. We are not going to share your personal data with anyone. It will be reviewed and used by the project research team at Planning Aid Wales and all data will be treated securely. There is no risk that participants could be identifiable as no non-anonymised data is going to be collected or stored.

8. In line with our Data Protection Policy and Procedures we will use the responses you provide, including your Personal Data and only within the research team; compromising of staff in Planning Aid Wales Ltd., and Place Studio Ltd. All such data will be treated securely, and participants will not be identifiable in any data published in relation to this project.

**DATA PROCESSING OUTSIDE EUROPE**

9. Survey responses for the online survey will be stored on the Planning Aid Wales website, the server for which is based in the UK.  Therefore, your data will not be processed outside the UK.

**HOW LONG YOUR INFORMATION WILL BE KEPT**

10. We will keep your Personal Data for up to 3 years from the end of the study period. We will only keep your information if we need it for one of the reasons described above. We place great importance on the security of the Personal Data that we hold, including the use of physical, technological and organisational measures to ensure your information is protected from unauthorised access and against unlawful processing, accidental loss, alteration, disclosure, destruction and damage.

**YOUR RIGHTS**

11.It is optional to provide personal data as of part in this survey and any personal data that is collected will be stored separately from all other data collected. The Data Protection Act 2018 provides you with a number of legal rights in relation to your Personal Data, including the right:

• to request access to your Personal Data;
• to request correction of your Personal Data that is wrong or incomplete;
• to request erasure or the restriction of processing of your Personal Data;
• to request the transfer of your Personal Data in a structured; commonly used machine-readable format;
• not to be subject to automated decision making; and
• to withdraw your consent.

12. If you wish to exercise any of the rights set out above, or require further information about any of the rights, please contact us.

13. There may also be times where we cannot stop using your Personal Data when you ask us to, but we will tell you about this if you make a request.

**CONTACTING US**

14. If you have any questions or comments about this privacy notice, Planning Aid Wales’ Data Protection Officer can be contacted at:

James Davies

Planning Aid Wales

First Floor, 174 Whitchurch Road

Cardiff CF14 3NB

james@planningaidwales.org.uk

**COMPLAINTS**

15. You have the right to complain about how we treat your Personal Data and Sensitive Personal Data to the Information Commissioner’s Office (ICO). The ICO can be contacted at:

Information Commissioner's Office
Churchill House, 17 Churchill Way, Cardiff CF10 2HH

 **CHANGES TO THIS NOTICE**

16. We may update this Privacy Notice from time to time. We will notify you of the changes where we are required by law to do so.

**CONSENT**

17. By progressing to the next page, you:

-    confirm you have understood what the survey you are about to open is about, how data will be collected, stored and used and who will have access to raw and digested data.

-    consent to participate in this survey.

-    give permission for Planning Aid Wales to use information and testimonials anonymously in the project report and future promotional materials

18. Your participation is entirely voluntary, and you can stop filling in the questionnaire at any time. Completing it, however, will enable your branch to better understand the impact of the pandemic on you and work more effectively on your behalf.