

Coventry City Council (CCC) Privacy Notice for Citizens Social Science

Coventry City Council complies with the Data Protection Act and the UK GDPR and is registered with the Information Commissioner's Office (ICO) as a Data Controller.

This Privacy Notice explains how Coventry HDRC (part of Coventry City Council) will process and use personal information collected from you as part of your participation in the Citizens Social Science course run by Coventry University.

Why we collect and use Personal Data about you

We collect and hold personal information relating to your participation in the Citizens Social Science Course. We will use this information to contact you to provide you with information about the course.

We rely on legitimate interests as the lawful basis for processing your data.

What information do we collect about you?

- Name
- Contact email address
- Contact phone number

Who we share your personal Data with

We will share data with Coventry University who are jointly delivering the Citizens Social Science course with Coventry HDRC for the purpose of contacting you about the course.

How long will we keep your information?

We will only keep your information for as long as we need to so we can give you the service you need, unless we must keep it for legal reasons. We will retain your personal information for the duration of the Citizens Social Science course (one month) and for an additional 12 months after the course ends to obtain your thoughts and feedback.

Your Rights

You have the right to:

1. Ask to see the personal information we hold about you
2. Ask us to change information we hold about you if it is wrong
3. Ask us to delete the information we hold about you



4. Ask us to limit the way we use your personal Information
5. Complain to the Information Commissioner's Office

To exercise any of these rights please contact the Coventry HDRC team and/or email coventryhdc@coventry.gov.uk

Complaints

You have the right to submit a complaint if you are unhappy with the way your request is handled or disagree with a decision made by the council regarding your data. In these circumstances you can contact the Data Protection Team (DPO) and request a review of the decision. Email: DPOTeam@coventry.gov.uk

If you are not satisfied with any outcome from the DPO you may wish to apply to the Information Commissioner's Office at:

The Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF.

Date of last review: September 2024