# Participation Team Fair Processing Notice

This notice is to tell you about why we need your information and how we will handle it. This notice is for:

**Participants in the Unlocking Our Sounds Heritage Project**

## What Information do we need from you?

We need to know the following about you: Core monitoring information including, your age group, ethnicity, gender identity, any disabilities you have and the first part of your postcode; We may also ask for your name and contact details (address, email, phone number).

We will collect anonymised data via wellbeing surveys; evaluation feedback and interview notes.

## Why do we need this?

We need this information for the following reasons:

* It will help us evaluate our project’s impact
* It will help us plan and improve our resources
* It will help us to demonstrate that we are reaching our strategic aims and outcomes
* It will enable us to contact you in relation to your participation in the activity
* With your consent, we can contact you to provide additional information such as our volunteering news, training and event invites. You will have the opportunity to opt out of receiving information relating to these.

## Why are we allowed to process your information?

Data protection law allows us to process your information within certain conditions. In this case we are using your consent as the lawful condition for us to do this.

We also need an appropriate lawful reason for processing sensitive data. In this case we are processing your sensitive personal data because you have given your consent.

## Who will we share this with?

Your data will only be accessed by staff working on the project which includes a freelance worker and two external evaluators who will be assessing the impact of the project.

Analysis from anonymised data collection and surveys will be used for reporting, written in to a published report and shared internally and externally. You will not be personally identified in any quotes or case studies. Separate consent will be requested from you if we would like to use information which would personally identify you through quotes or case studies.

Sometimes we need to share your information with others. We will only do this when it is necessary in order to offer you this service, or if we are required to do so by law. We do not plan to share it with anyone else or use it for anything else.

## How will we keep it secure?

We will take all reasonable steps to prevent the loss, misuse or alteration of your personal information. Only the people who need to see your personal information will be allowed access to it. We will not send your information outside of the UK.

## How long will we keep it for?

We will only keep this information for as long as necessary or as the law requires. For this service that would normally be 4 years from when your involvement has ended.

## What if there is a recording?

We will always ask you before any recording takes place. Recordings will be only be used for evaluation purposes and will not be shared beyond the project team. The recording will be deleted at the end of the project.

## What if something changes?

If the information you provided changes, or your circumstances change, please contact Esther Shaw [Esther.Shaw@leics.gov.uk](mailto:Esther.Shaw@leics.gov.uk)

If we need to change something like who we want / need to share this information with, we will contact you to let you know.