

## 2020 Consultancy Privacy Statement

2020 Consultancy work with public sector clients that often require the company to manage public consultation exercises on behalf of our clients. Undertaking public consultations require 2020 to collect information about you in order to meet project objectives and deliver a high level service that meets the appropriate standards set by the client.

### Information Collected

2020 Consultancy undertake public consultations using a well-established, professional surveying company (Smart Survey) that have stringent measures in place to protect data collected. Whilst representing our public sector clients, we may receive personal data such as names, and email addresses to enable us to contact stakeholders as part of a consultation exercise. Examples of stakeholders we may hold data on include local councillors, and members of the public who have asked to be kept informed or have responded to a consultation by submitting a representation.

To comply with GDPR 2020 ensure as little data is collected as possible during a consultation exercise. The data 2020 collects includes the following:

- Name;
- Email address;
- Post code;
- Gender;
- Age range.

The data collected is to support project outcomes and to allow the organisation to respond to questions that arise during the consultation. The general data collected such as age range is to ensure conformity with the Equalities Act 2010. This data is kept anonymously.

### What We Do With Your Information

The data collected from our public sector clients is held securely on a database and used for mail outs (letter and email) notifying contacts of consultations. Data collected from online questionnaires remains in a encrypted cloud based system for the entirety of the consultation period. Analysis of data is carried out post consultation. Answers to specific project questions is downloaded onto our database, but personal data remains on the encrypted cloud based system and isn't downloaded. Once the data analysis is complete, all personal data is securely destroyed.

### How Long We Keep Your Information

Your information is only held whilst consultation analysis is carried out after a engagement exercise has been carried out. This process is usually between 6-8 weeks. However, you are able to inform us at any time to remove yourself from the analysis and request that we securely destroy the data.