**Awareness, engagement and representation on community and town councils: call for evidence (survey)**

The Minister for Finance and Local Government has established the Democratic Health Task and Finish Group (“the Group”) for community and town councils (CTCs). The Group’s purpose is to identify options for actions that can be taken to help:

* improve awareness and engagement between communities and their community councils, and
* increasing the number, and diversity, of candidates standing for election to community and town councils.

As part of this work, the Group are undertaking a survey to find out about your awareness and engagement with CTCs in Wales, and to gather your suggestions about how to increase interest in, and representation on, CTCs.

The Group will use this evidence to identify themes that will inform a series of focus groups. If you would like to take part, you have the opportunity to register your interest as part of the information requested at the end of the survey. We will use the contact details that you provide, to reach you.

The survey and focus groups will help the Group to prepare its report and consider options for actions to put forward to the Minister.

This survey will be distributed to the public and third sector (i.e. voluntary) organisations. The Group would particularly like to hear from:

* members of the public who feel less represented within their communities
* residents who live in a community that has a community or town council
* members of the public who are, or were, involved in community and town councils activities
* members of the public who have never been involved with community and town councils, and their activities
* third sector organisations working in communities across Wales

The Welsh Government is the data controller for the research. Welsh Government officials will remove personal data before writing up the analysis and will not provide personally identifiable data to others in Welsh Government or to members of the Task and Finish Group, unless you ask us to.

The information collected during the project will be included in a report likely to published on the Welsh Government website.

Your participation in this call for evidence is completely voluntary. However, your views and experiences are important to help the Group to develop options that seek to improve the awareness, engagement and representation in community and town councils.

The contact for this research at the Welsh Government can be reached by email at:

LGPolicy.correspondence@gov.wales

**PRIVACY NOTICE**

**What personal data do we hold and where do we get this information?**

Personal data is defined under the UK General Data Protection Regulation (UK GDPR) as ‘any information relating to an identifiable person who can be directly or indirectly identified by reference to an identifier’.

Links to the survey will be distributed to a wide range of relevant networks, with the aim of reaching members of the public, particularly from diverse groups, and third sector organisations.

As part of this survey, we will ask for information about you. This will include information on sex, age, gender and ethnic group. This information will help to contextual the responses you provide in the survey. It will also enable the Welsh Government to gather important data about the diversity of the public that have responded to the survey and to identify ways to support greater diversity in the work of community and town councils in Wales.

If you wish to be contacted to take part in the focus groups that will take place, we will ask you to provide your email address to Welsh Government, to enable us to contact you. As part of the focus groups, we will not ask for any further personal information. Your contact details will only be used for the purposes of arranging the focus groups.

**What is the lawful basis for using your data?**

The lawful basis for processing information in this data collection exercise is our public task; that is, exercising our official authority to undertake the core role and functions of the Welsh Government. Some of the data we are collecting are called ‘special category data’ (in this case your ethnicity) and the lawful basis for processing this information is that it is for statistical or research purposes.

Participation is completely voluntary. Surveys such as this are important for the Welsh Government to collect information and actionable evidence about its ability to deliver government priorities. The information collected in this survey, for example, might be used to encourage changes to the sector, to improve the involvement of the public and third sector organisations, and to improve the diversity in community and town councils.

**How secure is your personal data?**

Personal data provided to Welsh Government is held on secure servers, and for this project a folder has been created that has access restricted only to the immediate research team. Your contact details and any personal data you choose to provide will be stored in this restricted folder. The researchers will not provide any personal information when reporting findings to the Democratic Health Task and Finish Group (“the Group”).

When conducting surveys, the Welsh Government use a survey software programme called Smart Survey. We have ensured that Smart Survey is GDPR compliant and meets our expectations in terms of the security of any data collected via the software (e.g. all data is processed within the EEA).

All data gathered through this research will be reported in an anonymised format. It will not contain your contact details and any identifiable information in open-ended answers will be removed. The Group will use the information gathered to produce a report that will be published on the Welsh Government website. This report will not include any information that could be used to identify individual participants.

**How long do we keep your personal data?**

Any personal data specifically for this research project not already removed will be deleted by the research team three months after the publication of the final report.

**Individual rights**

Under UK GDPR, you have the following rights in relation to the personal information you provide as part of this review, specifically you have the right:

* To access a copy of your own data;
* For us to rectify inaccuracies in that data;
* To object to or restrict processing (in certain circumstances);
* For your data to be ‘erased’ (in certain circumstances); and
* To lodge a complaint with the Information Commissioner’s Office (ICO) who is our independent regulator for data protection.

The contact details for the Information Commissioner’s Office are: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Phone: 01625 545 745 or 0303 123 1113. Website:[www.ico.gov.uk](http://www.ico.gov.uk)

**Further Information**

If you have any further questions about how the data provided as part of this study will be used by the Welsh Government or wish to exercise your rights using the UK General Data Protection Regulation, please contact:

E-mail address: LGPolicy.correspondence@gov.wales

The Welsh Government’s Data Protection Officer can be contacted at:

Welsh Government, Cathays Park, Cardiff, CF10 3NQ, Email: [DataProtectionOfficer@gov.wales](mailto:DataProtectionOfficer@gov.wales).