

# Weston-super-Mare & North Somerset Covid-19 Community Recovery

## Privacy Policy

---

### 1 Introduction

This privacy policy sets out how Redport will use and protect information collected during the Weston Covid-19 Community Recovery Public Consultation, the conditions under which we may disclose it to others and how we keep it secure. We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes. This policy was last updated on 25th January 2021.

It sets out information about:

- 2 Who we are
- 3 Our commitment to you
- 4 How we will consult
- 5 Types of data we collect and why
- 6 How we use your data
- 7 Anonymised information
- 8 Cookies
- 9 How to contact us or make a complaint
- 10 Changes to this Privacy Policy

Any questions regarding this Policy and our privacy practices should be sent by email to [alison@redportuk.com](mailto:alison@redportuk.com) or by writing to Redport, The Stable Creative Hub, 3-6 Wadham St, Weston-super-Mare BS23 1JY.

### 2 Who we are

Redport Limited is a multi-disciplinary consultancy providing strategic project solutions across a variety of sectors, including regeneration and development, with a focus on cross-sector collaboration and innovation.

Redport's registered office is at:  
3 Filers Way  
Weston Gateway Business Park  
Weston-Super-Mare  
BS24 7JP

### 3 Our commitment to you

We believe in respecting your personal privacy and acknowledge the importance of protecting your personal data in accordance with the General Data Protection Regulation (GDPR) 2018. We are committed to ensuring that your personal information is protected and never misused.

- Redport will only collect data that we need to support the delivery of this public consultation.
- We will only ever use your personal information for the purposes stated in this document.
- We will never sell your personal information and will only share it as outlined in this privacy policy.
- We will take all reasonable steps to ensure your personal information is secure and protected.

#### **4 How we will consult**

- Collecting feedback: To help us reach as many people as possible during this public consultation, we have contracted with Commonplace Digital Ltd to provide us with an online consultation platform. Feedback submitted via the Commonplace platform will be managed under the terms of Commonplace's Privacy Policy <https://www.commonplace.is/privacy>.

#### **5 Types of data we collect and why**

- Information you provide by participating, for example your email address: This helps us to ensure that feedback is from real people. It makes it possible for us to send you news updates and to reply to your comments via the Commonplace platform. It makes it possible for you to register for online events.
- Information you provide by filling in the 'About You' page as part of responding on the Commonplace platform and/or registering for online events, including:
  - Your postcode
  - Your connection to the area
  - Your connection with any Voluntary, Community, or Social Enterprise (VCSE) Organisations
  - Your age group
  - Your employment status
  - The number of people in your household
  - Whether any of your household are shielding
  - Whether you have any children of school age

This data is used to help us understand who we have reached with this consultation and the context of the comments made. It is entirely up to you if you share this information.

- Special category data is personal data that has been identified as sensitive under General Data Protection Regulation (GDPR). We have asked for information about:
  - Your gender
  - Your ethnicity
  - If you consider yourself as having a disability

This data is also used to help us understand who we have reached with this consultation. However, it is processed separately from any comments you may make and is only available to us as aggregated and anonymised data.

- Direct contact. If you choose to contact Redport directly (for example via email) we will keep a record of that correspondence for the purposes of the consultation and, where appropriate, we may share your email with project team members to enable us or them to respond to any queries.

## 6 How we use your data

We use the data you provide to:

- Help Voluntary, Community and Social Enterprise Organisations (VCSE) plan for Covid-19 Community Recovery
- Deliver services you request (such as news updates)
- Respond to feedback you provide on the Commonplace platform
- Respond to emails you send to us directly.

Feedback provided on the Commonplace Platform will be made publicly available on the site and it is important that you do not post any information that you do not wish to be made public. We don't review feedback before it is published, so you need to take responsibility for this yourself.

Information you provide by participating (e.g. your email address) and information supplied on the 'About You' page will not be made public.

We will only share your data within the project team for the purposes of analysis and response, under strict agreement that they will also be bound by the terms of this Privacy Policy.

We will use aggregated data when we report publicly and any direct quotes we publish as part of our reporting process will be anonymised.

## 7 Anonymised information

If you contribute on this Commonplace site, your feedback and any agreements added by you are anonymised before being made available to anyone who has an interest in this information, including us. The words of your feedback and agreements will be used

for further analysis but we won't know your identity unless you shared something in your comment that reveals who you are.

## **8 Cookies**

Our consultation website - [westoncovidcommunityrecovery.commonplace.is](https://westoncovidcommunityrecovery.commonplace.is) - uses cookies to collect information. Cookies are small data files which are placed on your computer or other devices (such as smartphones or tablets) as you browse this website. They are used to 'remember' when your computer or device accesses our website. Cookies are essential for the effective operation of our website and are used by services we make use of to provide a better experience to you when using our site. Specific details on the cookies used on the [Commonplace.is](https://www.commonplace.is) site is available at <https://www.commonplace.is/cookies>.

Please be aware that other online platforms that we may use from time to time will have their own cookie policies, which are also not under our control.

## **9 How to contact us or make a complaint**

If you have any questions about how we look after personal information, or if you have a complaint about how we are handling your data, please get in touch with us at [alison@redportuk.com](mailto:alison@redportuk.com). We will do our best to answer your questions or resolve your complaint.

You can also make a complaint to the Information Commissioner's Office, which is the official data protection regulator in the UK. Further information can be found on their website at [www.ico.org.uk](http://www.ico.org.uk).

## **10 Changes to this Privacy Policy**

This privacy policy may change from time to time in line with legislation or other relevant developments. As we cannot directly inform all users of these changes, we recommend that you check this page occasionally for any policy changes. The date of the latest update to this privacy policy is listed at the top of this document.