*Thank you for agreeing to participate in our Essential Digital Skills Survey. This notice tells you how we will use any personal information.*

**How we use your information**

We will not collect your name which means we won’t be able to identify who said what. We’ll ask you for you age group and your postcode. This information is used for our analysis to identify specific groups of citizens and key areas across the city where there are opportunities to improve digital literacy.

**How long we keep your information for**

We will keep customer survey details that we receive as part of this consultation for 2 years.

**Your rights**

You have rights in relation to your data, including the right to ask for a copy of it. See the Your data page for more information about all the rights you have, as well as the contact details for the Council’s Data Protection Officer. You also have the right to make a complaint to the Information Commissioner's Office if you think we haven’t handled your data properly.

**Our legal basis**

The Council considers receiving and acting on customer feedback as part of its public task, in accordance with our best value duty to continuously improve. This means that we understand our legal basis for processing your data as Article 6(1)(e) of the General Data Protection Regulation.