



Lancaster District Community & Voluntary Solutions

Privacy Notice

Relating to: Your Pots Online Voting

What information do we process?

When you vote online in the Your Pots process, we collect, process, hold and share:

- Personal information: your name, address, phone number and email address.
- The projects you voted for.
- Demographic information such as your ethnicity, age and gender, which you do not have to provide. We will invite you to provide this information separately, so that it cannot be matched to you as an individual.

How do we collect this information?

We collect this information via an online form.

Why do we need this information?

We need this information to enable us to manage the Your Pots voting process, so that we can make sure that the voting process is fair and has not been fraudulently manipulated, and to report to our funders and stakeholders on our activities.

Our lawful basis for processing your information is your consent. By completing and submitting an online vote for Your Pots, you have consented to our collection and processing of your personal data.

How do we store, process and dispose of this information?

We store this information within a system provided by Microsoft and process it using their software. We accept Microsoft's terms of service which state how their systems comply with data protection legislation and GDPR. Further information can be found at <https://docs.microsoft.com/en-gb/legal/gdpr>

Once we have verified and counted all the votes in the Your Pots process, your personal data is deleted from our system and only an anonymised list of votes is retained. We will delete your personal data within 30 days of the date of your vote.

Aggregated and anonymised demographic data will be retained for six years, to allow us to report on our activities.

Who do we share this information with?

LDCVS will share the information you provide with Shared Future CIC and LESS (Lancaster District) CIC for the purpose of administering the Your Pots process and reporting on our activities.

What are your rights over personal information we hold for this purpose?

You have certain rights under UK law (<https://ico.org.uk/global/privacy-notice/your-data-protection-rights/>)

You have the right to a copy of all the information that we hold about you (apart from a very few things which we may be obliged to withhold because they concern other people as well as you). You also have the right to have any inaccurate information changed. To ask for changes, or obtain a copy of the information we hold, telephone or e-mail us. We will first need to verify your identity and then will aim to reply within 20 working days and, in any case, within the legal maximum of 30 days.

If you have any concerns about the data we hold on you, you can raise these by writing to us at hello@lancastercvs.org.uk, or telephoning 01524 555900. You also have the right to lodge a complaint with the Information Commissioner's Office (<https://ico.org.uk/concerns/>)

You can find further information in our Data Protection Policy, published on our website or available through the contact details above.

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