

## Privacy Notice for user research testing

South Cambridgeshire District Council, will collect, use and be responsible for certain personal information given to us about you. When we do so we are regulated under the United Kingdom General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. We are responsible as 'controller' of that personal information.

The Data Controller is: South Cambridgeshire District Council, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge CB23 6EA.

The Data Protection Officer is the 3C's Shared Services, Information Governance Manager and they can be contacted through the Information Management Team via the following email [Infogov@3csharedservices.org](mailto:Infogov@3csharedservices.org).

3C Shared Services is a strategic partnership between Cambridge City Council, Huntingdonshire District Council and South Cambridgeshire District Council.

### What information we collect and why

We collect personal information such as your name, email address, employment status and age range to help us ensure we are collecting a demographically correct representation of South Cambridgeshire.

We are holding user research sessions to give us views on how effective our website and other online services are. Our goal is to understand how you interact with us, the tasks you carry out, how you find the information and how we might improve this. Your personal information will only be used for the user research sessions.

Residents can register their interest in attending the sessions via an online form.

### Who has access to this information?

The Communications team will manage this information. We will share your personal details with [6bythree](#), the third party carrying out the user research sessions.

6bythree will use your data solely for the purpose of organising the research sessions and will not pass your personal details on.

## How long is my information kept?

If you have signed up to take part in our user testing session but are no longer available to help, you can opt out by emailing [Communications@scambs.gov.uk](mailto:Communications@scambs.gov.uk).

Your personal information will be deleted by 6bythree by 31 August 2022, following the sessions.

Those involved in the user sessions will be asked to complete a consent form by 6bythree. Part of the consent form will include a question about whether you would like to be included in future testing panels for South Cambridgeshire District Council. If you consent to be involved in future testing panels then South Cambridgeshire District Council will store your personal information on file to contact in the future.

If you do not consent to be included in future testing panels then we will not keep your information any longer than needed to provide the services you require. We may keep your data longer if we need to retain it for legal, regulatory or best practice reasons. The [Retention Schedule \[PDF, 0.8MB\]](#) sets out details of how long we keep data.

If you consent to take part in future testing panels but are no longer available to help, you can opt out of this by emailing [Communications@scambs.gov.uk](mailto:Communications@scambs.gov.uk).