PRIVACY NOTICE
Community Wellbeing Consultation

July 2026

Basildon Borough Council

Basildon Centre
St Martins Square
Basildon
SS14 1DL

01268 533 333
www.basildon.gov.uk

Basildon Borough Council

Service: Communities and Health

Department: Homes, Communities and Neighbourhoods

Process: Consultation

Date: 23/07/2027

Why we are collecting your data

Basildon Borough Council collects your personal data to enable the Council to monitor the effective development of four key strategies within the Communities Directorate: The Connected Communities Strategy, the Health & Wellbeing Strategy, the Sport & Physical Activity Strategy, and the Inclusion & Diversity Strategy.

By understanding the personal characteristics of survey respondents and cross-referencing these with their responses, we can better identify community needs and shape our ambitions for collaboration and service improvement. This will help us improve access to and experiences of sport, health and leisure activities, and community organisations across the Borough.

The Council is committed to ensuring that people who do not currently engage with these services, for reasons related to their personal characteristics (including, but not limited to, age, ethnicity, gender, sexual orientation, disability, religion, or location), are able to do so in ways that are accessible and convenient for them. This will help deliver benefits such as improved physical health, enhanced mental wellbeing, and access to appropriate community support.

Information Collected (provide a specific list)

- Age – banded range.
- Ethnicity – range.
- Gender – Man, Woman, Non-binary, Self-description (specify)
- Sex assigned at birth
- Sexuality – Heterosexual, Gay/Lesbian, Bisexual, Other (specify)
- Disability – range.
- Religion – range.
- Postcode

The data is collected through:

- Online Form – via Commonplace Platform.
- Hard copy form – provided in Council buildings.

The basis for the processing

- **Public task:** the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

We are collecting data on the further basis of:

- **Explicit Consent**: Data subjects will be asked to confirm they explicitly consent to their sensitive data being collected in the survey.
- **Health or social care**: Data collected will be used to inform our Health and Wellbeing Strategy.
- **Public health:** Data collected will be used to inform our Health and Wellbeing Strategy.
- **Archiving, research and statistics**: Data collected will contribute to the research and statistical base used to inform various Strategies developed by the Council.

Who your information will be shared with

- Other relevant Council departments, officers, and contractors may have access to your information on a need-to-know basis. Access to raw personal data and special category (sensitive) personal data will be restricted to authorised officers in accordance with agreed procedures.
- We have arrangements with a range of IT providers who support the Council's IT systems and services, therefore your data may be accessed by these suppliers. Where we have these arrangements there is always a contractual agreement with them to ensure they comply with the Data Protection Law.

Your data will be shared with third parties to:

- Comply with legal obligations and legislative requirements
- Help business partners, suppliers and sub-contractors to deliver any contract we enter with them or you
- To help if there is need of any professional or legal advice on a matter relating to you
- To help prevent fraud and/or tackle crime
- To improve and optimise the performance of our services
- To develop policies and strategies for the Council, including in future where appropriate.

We will never sell your data.

Provide accurate information:

We need to hold accurate and up to date information about you so that we can deliver appropriate services. If any of your details change, you need to tell us as soon as possible so that we can update your records.

We will not:

- Use your information for marketing or sales purposes without your prior explicit consent.
- Send or store your data abroad unless it meets the requirements of the Data Protection regulations.
- Make decisions about you based on automated processing.

This is not a longitudinal survey designed to analyse changes over time. As a result, we are unlikely to ask you to update your personal data or special category (sensitive) personal data during the survey period. Your personally identifiable data will be retained until 30 September 2027, after which it will be securely deleted.

How long will we hold your data for?

We will keep all personal and sensitive data records relating to the Community Wellbeing Consultation until 30th September 2027, when it will be deleted. This means that your data will be kept for approximately one year following the conclusion of the consultation to allow flexibility in the Strategy development process.

Non-sensitive and non-personal data resulting from the consultation (questions not in the 'Demographics' section) will be kept for 3 years following the closure of the survey and deleted on 30th September 2029. This will allow the Council to keep the Strategy under limited review should conditions change.

The Government has asked councils to embark on a programme of Local Government Reorganisation (LGR). As part of this process, assets and information may be transferred to a new authority formed from multiple existing councils. Based on current Government proposals, any data that is still within its retention period at the time of reorganisation may be transferred to the successor authority, currently proposed as the South West Essex Council, which would become the new data controller for that information.

Your rights

You have the right to access the personal information we hold about you. Any access requests are free of charge. If the information we hold about you is inaccurate, you have a right to have this corrected and you have the right to request completion of incomplete data. Rights to erasure and data portability do not apply where we are processing on the basis of public task. However, you have a right to object.

You have the right to ask us to stop or restrict the processing of your personal data, in certain circumstances. Where possible, we will seek to comply with your request, but we may need to hold or process information to comply with a legal requirement.

You can make any of these requests by:

Online form : Your Data Matters - Basildon

Email: dpo@basildon.gov.uk

Phone: 01268 533333

Letter to:

The Data Protection Officer

Basildon Borough Council, Basildon Centre, St. Martin's Square, Basildon, SS14 1DL.

Making a Complaint

Should you have any concerns or issues, contact the Communities and Leisure Team in the first instance. If the Communities and Leisure Team are not able to address your concern or you are not satisfied with the response, please contact our Data Protection team using any of the contact details above.

The ICO also made available helpful guidance on submitting complaints to an organisation, which can be accessed here How to make a data protection complaint to an organisation | ICO

Complaining to the ICO

If you are still concerned or dissatisfied about the way your matters have been handled after contacting our Data Protection team, you can complain to the Information Commissioner's Office (ICO), by:

Website: Contact us - public | ICO

ICO has suggested that enquiries be directed through their online form available here, Make a complaint | ICO for a more timely reply.

- Email: icocasework@ico.org.uk
- Phone: 0303 123 1113 Mon-Fri 9am – 5pm