

Romsey Citizens' Assembly on Improving Romsey: Consent Form

Project Details

This Citizens' Assembly consists of two weekends where participants will discuss improvements to Romsey. It has been commissioned by Test Valley Borough Council and Romsey Future, and is being run by The Democratic Society ("DemSoc"), the Sortition Foundation, and The Involve Foundation ("Involve").

Discussions at the Citizens' Assembly will be facilitated to ensure that everyone gets their fair say. Most of those discussions will take place in small groups of around eight people. There will also be some occasions when all participants take part in the same activity, but you will not be required to speak in front of the whole group unless you want to. The facilitators will be present on each discussion table to support everyone, to ensure people are not rude or offensive, and that everyone is treated fairly.

Please discuss the information here with others, such as your friends or family, if you wish or ask us if there is anything that is not clear or if you would like more information.

It is up to you to decide whether to take part or not; choosing not to take part will not disadvantage you in any way.

DemSoc are the organisation that is delivering the two weekends, and this consent form is about their use of your data.

PRIVACY NOTICE

This section explains how DemSoc will store and use your personal information.

We will be holding the following information of yours:

- Your telephone number, postal address and email address (if you have one);
- Your responses to the questions you answered when you applied to take part in the event (for example, about your age and gender);
- Your responses to questions you answered as part of the confirmation process (for example, whether you have any dietary requirements);
- Anonymous information about your views collected during the event. These will not be identifiable as coming from you;

- Your bank details and details of how you plan to travel to the event.

DemSoc will use this information for the following purposes:

- To provide you with the information you need to take part in the event;
- To follow up with you after the event and provide you with the report from the event and information about what happens to the recommendations (for example, media coverage, how Test Valley Borough Council and Romsey Future responds to them, opportunities to attend or take part in events related to this one);
- To ensure that participants in the event are together representative of the population of the wider Test Valley area. We will make fully anonymised data on the event's composition publicly available;
- To report on the process and conclusions of the event.
- To ensure the event meets any access and dietary requirements you may have, that we can cater for your preferences in terms of any accommodation provided (if any), and that we are able to provide you with any support in arranging transport to/from the event that you may need;
- To reimburse you for your travel expenses and send you the £300 thank you gift for taking part. **Note** that this will be in two instalments of £150 after each weekend.

By signing the form on the next page you give us your consent to process this information.

You have the right to withdraw your consent at any time and to ask us to remove your data from our records. You can also ask us at any time to see what data of yours we hold, and you can also ask us to correct it or restrict what we do with it.

We will store your information securely and we will not share it with anyone else. We will keep your information until 30 October 2020 at the latest. Unless you have given explicit consent for us to keep your data longer, it will be deleted by this time.

If you have any questions, you can email dataprotection@demsoc.org. You can see a copy of DemSoc's privacy statement on our website, at <https://www.demsoc.org/cookie-policy/>. If you have any concerns or complaints about how we are using and looking after your data, please get in touch with us at dataprotection@demsoc.org and we will do our best to resolve this for you.

If you wish you can also make a complaint to the Information Commissioner, who regulates data protection in the UK. Details on how to contact the Information Commissioner can be found on their website at <https://ico.org.uk/>.

The form below must be signed before you participate in the event.

Please only complete this form after you have read and understood all the information above.

Participant's Statement

I, [please print your name]

- have read the information on the previous pages and understand what the project involves.
- understand that if I decide at any time that I no longer wish to take part in this project, I can notify the project team and withdraw immediately.
- consent to the processing of my personal information for the purposes of this project, as explained on the previous pages.
- understand that such information will be treated as strictly confidential and handled in accordance with data protection law.
- agree that the project named above has been explained to me to my satisfaction and I agree to take part.
- agree that data from my contribution to this event, after it has been fully anonymised, can be shared with others.
- understand that I will receive £300 for my participation in this project (unless I have arranged otherwise) and that some of my personal details will be passed to DemSoc's finance team for administration purposes. I understand that I will only receive the full gift if I attend the two weekends in full.
- agree that my non-personal (that is, anonymised) data may be used by others for future research. I am assured that the confidentiality of my personal data will be upheld through the removal of anything which identifies me.

If you are under 18, please have a parent or guardian add their name & signature as well.

Signed:

Date:

This form must be signed before you participate in the event. You can give the form to us in any of three ways:

- by emailing it to participants@demsoc.org. We are happy to accept a digital signature, or a scanned copy, or a photograph of the signed form e.g. taken with a phone.
- by printing, signing it, and bringing it with you to the first day of the event.
- a copy of this form will be available at the registration desk on the first day of the event.