

Overview

This privacy notice applies to all those (individuals and organisations) who wish to use the Surrey County Council Innovation Portal (the Innovation Portal). The Innovation Portal has been developed and deployed by Surrey County Council (the Council) as a vehicle for the Council to engage directly with organisations and individuals for the purpose of identifying innovative solutions to the challenges faced by the Council.

Data collected by the Council via the Innovation Portal is used for the administration of accounts set up by users within the Portal and to respond to submissions made to the Council via the Portal. The personal information we collect on users is limited to information we consider essential to the efficient operations of the Portal. Organisations that choose to use the Innovation Portal must ensure that the individuals they nominate to represent them on the Portal, are willing for the information they provide to be shared.

Surrey County Council manages the administration of the Innovation Portal on behalf of the county and takes data protection seriously. Please be assured that your information will be used appropriately in line with data protection legislation, will be stored securely and will not be processed unless the requirements for fair and lawful processing can be met.

If you require any further information please contact innovation@surreycc.gov.uk

The Information we Collect?

a) When you sign up to the Innovation Portal, we will require the following information:

- First name and surname
- Organisation Name, if you are registering as a representative of an organisation
- Email address as appropriate*
- The creation of a password to access your account

* If signing up as a representative of an organisation, the email address MUST be that of your organisation.

b) Use of Media

The use of pictures and/or documents in support of a submission is not a mandatory requirement for using the Innovation Portal. If you choose to upload pictures and/or documents you must:

- Not use any image without the necessary copyright to do so
- Have explicit consent from any person/persons in any picture to use the image
- Maintain such consent from the person / persons in the image for the duration of the term you use the image
- Have explicit consent to use/share any information that is or may be subject to Intellectual Property Rights (IPR)
- Maintain such consent to use/share the information that is or may be subject to Intellectual Property Rights (IPR)
- If you are unable to confirm and maintain the necessary consents for the images and documents, then they must not be uploaded.

- If you have obtained initial consents, but are unable to maintain these consents for the use of images and documents, they must be removed from your account immediately. You can use the edit function in your account to remove images and documents at any time. You must also notify the administrator immediately by emailing innovation@surreycc.gov.uk.
- Failure to comply with the required process for using images and documents will result in your profile being removed from the Innovation Portal.

How we use your information

Your information is used to identify you uniquely within the Portal and enable the Council to communicate with you in response to any submission you make through the Portal.

The legal basis for us processing your data

When you create your account within the Innovation Portal, we ask you to confirm that you have read the Terms & Conditions of use and Privacy terms by ticking a box. This includes your consent to your information being processed as set out in this privacy notice.

How long we keep your data

We will keep your information for as long as you maintain your account within the Portal. You can leave the Innovation Portal at any time, by deleting your account from the Profile menu and all your personal data will be deleted from the system.

How we share your data

Your personal data is stored within the Portal and will be associated with any submission that you make. This personal data will be shared internally with those personnel within the Council who will assess any submission made. If you have given consent for the Council to contact you regarding your submission, we will use your personal data to contact you.

Your rights

Under data protection legislation, you have the right:

- to be informed why, where and how we use your information
- to ask for access to your information
- to ask for your information to be corrected if it is inaccurate or incomplete
- to ask for your information to be deleted or removed where there is no need for us to continue processing it
- to ask us to restrict the use of your information
- to ask us to copy or transfer your information from one IT system to another in a safe and secure way, without impacting the quality of the information
- to object to how your information is used
- to challenge any decisions made without human intervention (automated decision making)

How to find out more or complain

Should you have any further queries on the uses of your information you can:

- a. Contact the Innovation Portal Administrator by emailing innovation@surreycc.gov.uk
- b. Use the Contact Us form

This site is operated by Surrey County Council, so please see our [corporate privacy notice](#) for further information.