

Healthy Communities Together evaluation - Privacy Policy

Overview

About this document

This document provides information on the Healthy Communities Together (HCT) evaluation, how we process data as part of the evaluation, and your data protection rights, should you choose to participate.

Larger print versions of this document are available on request.

Purpose of the evaluation

The National Lottery Community Fund have commissioned [Cordis Bright](#) to conduct an evaluation of the HCT programme. The evaluation aims to understand the difference that partnership working has made for HCT partnerships, and to gather insights about what types of support are most useful to enable partnership working. The evaluation began in January 2023 and ends in June 2025.

Who is carrying out the evaluation

The evaluation is being led by Cordis Bright, an independent research and evaluation organisation. For the purposes of these activities, The National Lottery Community Fund is the data controller and Cordis Bright is the data processor.

Privacy policy

How we protect your personal information

As part of the HCT programme evaluation, Cordis Bright will collect information and data from HCT partnerships and other stakeholders involved in the HCT programme with informed consent and process this data for research purposes. We will then share the findings of the evaluation with The National Lottery Community Fund, The King's Fund, and HCT partnerships. This falls under the category of informed consent, which means that we have a lawful basis to carry out this evaluation.

Cordis Bright will protect your personal information in the following ways:

- We will only collect and hold the minimum amount of data we need;
- We will use anonymous data wherever possible;

- We will not process your data in ways likely to cause any harm;
- We will store all personal information securely, in encrypted files on secure servers.

Sharing information with others

We will not personally identify you or your organisation in our reports or other outputs without your prior consent. Only the research team at Cordis Bright will see what you tell us. All files will be stored securely on our servers in line with GDPR regulations.

We may send interview and event recordings to a transcription company to be typed up: we have assessed this company to ensure they have the adequate security procedures for holding and deleting the data, and we will send the recordings to them securely. When we send the recordings, they will not contain any information other than the recording itself that could identify you personally (such as your name or the HCT partnership name).

We will not share what you tell us with anyone else, including The National Lottery Community Fund, in a way that could identify you personally. However, if we have conducted interviews with your HCT partnership, we may identify your HCT partnership in our reports. If you have some comments that you would prefer not to be identified as coming from the HCT partnership, please let us know and we will make sure your wishes are respected.

We will collect consent to participate in activities and events, or to identify individuals and organisations, separately to this privacy notice. This will include providing all relevant information to allow participants to make an informed decision to give consent.

Storing information

Your data will be stored securely by Cordis Bright. If you have taken part in an interview, your interview will be given a unique identifier and transcripts from your interview will include that identifier instead of your name. Recordings from research interviews and events will be encrypted and stored securely. Cordis Bright will retain contact details of staff/volunteers for organising and conducting interviews, workshops and events, and sharing resources with you. All personal data will be securely destroyed after the evaluation has ended in June 2025. Non-personal data may be held for up to 6 years after the contract has completed (i.e. until June 2031).

Your data protection rights

Your data protection rights are set out in data protection legislation, which is designed to protect and support the personal data rights for everyone in the UK. Your rights include:

- The right to be informed about who is collecting and processing your data: we set this out above;
- The right of access: to understand what information about you is being used and how;
- The right to ask for your personal data to be erased;
- The right to request that we suspend the processing of your personal data, for example if you want us to establish whether it is accurate, or the reason for processing it;

- The right to object to our processing of your personal data.

There are other rights not listed here and exemptions may apply. For more details see here: <https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/> or contact our Data Protection Officer (see below).

If there are any problems with our handling of your data, we will notify you and the organisation that is responsible for regulating this where we are legally required to do so. We will not move or share information about you outside the EU and it will be held securely at all times.

Your right to complain

If you are unhappy about how your personal data has been used please contact either The National Lottery Community Fund or Cordis Bright using the contact details below. You can also contact the Information Commissioner's Officer via their website at www.ico.org.uk/make-a-complaint/ or at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

How to contact us

If you have any concerns or questions about the HCT evaluation, please contact Emma Andersen on EmmaAndersen@CordisBright.co.uk.

For more information about how and why The National Lottery Community Fund and Cordis Bright will use your personal data, or to exercise your data protection rights, please contact either:

- **The National Lottery Community Fund's** Data Protection Officer at The National Lottery Community Fund at Apex House, 3 Embassy Drive, Birmingham B15 1TR or data.protection@tnlcommunityfund.org.uk; or
- **Cordis Bright's** Data Protection Officer and Managing Director, Colin Horswell, at ColinHorswell@Cordisbright.co.uk.