

# Surrey Marketplace Privacy Notice

## The reasons why we use your personal data

This privacy notice applies to the functions of the Surrey Marketplace.

The Marketplace is a tool that has been developed for organisations, for the purpose of promoting:

- a) The sharing of resources for the benefit of local communities in Surrey
- b) Partnership working and collaboration across the public, private and social sector in Surrey
- c) The delivery of additional value from public sector spend in Surrey

All data collated from users will be used and shared to improve the social, economic and environmental wellbeing of the county.

## What processing of personal data is undertaken?

The information you provide on the Marketplace will be shared with the public and registered users to help you promote your organisation and its request for support and/or your offer of support to other organisations.

- a) At sign up: information will be used to identify your organisation for registration purposes
- b) Your Organisation profile: information will be visible to the public so they can learn more about your organisation
- c) Your User profile: information provided may be used by the Administrator to contact you in relation to the offers / requests posted
- d) On offers and/or requests: information will be visible to the public and all registered users so they can learn more about the offer and/or request
- e) Feedback:
  - Feedback provided will be shared with the organisation the feedback relates to and the Marketplace administrator
  - Feedback may be used for research, training, case studies, reporting and other activities for the purpose of improving social value
- f) The data is stored on the system hosted on Memset servers. Memset ensure the data centre (which is based in Surrey) is secure and hold ISO27001 and many other accreditations to do with security and compliance  
<https://www.memset.com/about/security-and-compliance/>

## What information do we collect?

a) When you sign up to the Marketplace we collect the following information:

- Organisation Name
- First name and surname of the individual nominated to represent the Organisation
- Organisation email address or email of individual nominated to represent the Organisation
- Feedback – comments and opinions such as your experience in working with the organisation you provided support to or received support from

b) Use of media: If you choose to upload pictures and/or videos you must:

- Ensure you have explicit consent from the person/persons in the picture/video
- Ensure you maintain consent from the person / persons in the picture / video for the duration of the term you use the picture and/or video
- If you upload pictures and/or videos as part of feedback then you must ensure you have permissions for the duration of the copyright
- If you have used images / videos in your post you can use the edit post function to remove these images / videos if you no longer have explicit consent to use them

## How we are allowed to use your personal data

To process your personal data, we will explain to you what we are asking you to agree to and why. If we have consent to use your personal data, you have the right to remove it at any time. If you want to remove your consent, get in touch using the [contact form](#).

## Who we share your personal data with

Externally with:

- Residents of Surrey so we can seek feedback on the impact of our efforts and evidence how the public, private and social sectors are working together to improve our local communities.
- Organisations such as Central Government, Local Government and those interested in purchasing the Marketplace so we can evidence how the public, private and social sectors in Surrey are working together to deliver community benefits.

- a) We may share information with other bodies that inspect and manage public funds.
- b) We may share information externally to:
  - Report on the county's contribution to the Civil Society Strategy
  - Promote social value
  - Raise awareness and for training/ learning purposes
  - Develop case studies
  - When information is used for these purposes, we will not publish personal information about users. The information we publish will be refer to organisations.

## Retention of data

We will keep your information for as long as you are a member of the Marketplace. You can leave the Marketplace at any time.

- a) If we are no longer able to contact you or your organisation using the email you have given us, we will remove you and your organisation from the Marketplace after a reasonable period of time.
- b) If you have provided feedback and you choose to delete your account, you will appear as “deleted organisation” and the primary user will appear as deleted user in any reports printed after your request for deletion has been actioned by the Marketplace administrator.

**For further information on the Surrey County Council Privacy Notice, please follow this link [here](#).**