

Privacy Notice

Eastbourne People's Panel

Background to this project

The Eastbourne Neighbourhood Board is running a public engagement exercise to help shape the decisions of the Neighbourhood Board about the allocation of up to £20Million of Pride in Place Funding for the town. Eastbourne Neighbourhood Board, (via Eastbourne Borough Council) is working with an external supplier, Orbell & Company Ltd, trading as **New Citizen Project** to run the people's panel. Participants for this Panel are being selected by a process called sortition, which is being delivered by a separate organisation called the Sortition Foundation, a contracted supplier of New Citizen Project.

Data Controller

The data controller for this project is Eastbourne Borough Council (hereafter: "the Organisation"), of Town Hall, Grove Road, Eastbourne, BN21 4UG. Their data protection officer can be contacted at: accesstoinformation@lewes-eastbourne.gov.uk

Data Processors

There are two data processors working with the Organisation to deliver this project:

Processor on behalf of the Organisation:

Orbell & Company Ltd, t/a New Citizen Project of Better Space, 127 Farringdon Road, London, EC1R 3DA with UK company number: 06496027 and contactable at data@newcitizenproject.com

Sub-Processor on behalf of the Organisation:

The Sortition Foundation, whose registered company number is 10652142, registered office address Unit 3 Wellbrook Court, Girton, Cambridge, CB3 0NA and contactable at eastbourne@sortitionfoundation.org

Hereafter jointly referred to as "the Processors".

We commit to respect your privacy and strive to always treat your personal data with the necessary care and confidentiality, to comply with the UK General Data Protection Regulation (UK GDPR).

Please find all relevant details below. For further questions or comments regarding the processing of your Personal Data, please contact us using the details above.

1. SCOPE OF THIS PRIVACY NOTICE

This Privacy Notice applies to the processing of your Personal Data as part of Eastbourne People's Panel.

2. WHAT ARE PERSONAL DATA?

In this Privacy Notice, Personal Data refers to information that makes it possible to identify you. An identifiable person is someone who can be identified, either directly or indirectly, in particular from one or more factors that are linked to physical, physiological, mental, economic, cultural or social identity. A typical example of Personal Data is your name and email address.

3. WHAT PERSONAL DATA DO WE COLLECT?

We will collect your Personal Data from the following sources:

3.1. Personal Data that you provide when registering via the Eastbourne People's Panel registration page at www.sortition.org/eastbourne.

The Personal Data that the Platform collects from you are:

- First and last name
- E-mail address
- Preferred language
- Phone number
- Address & postcode
- Age
- Gender
- Ethnic group
- Whether you have a health condition (yes/no)
- Information about your educational qualifications
- Information about your main occupation

4. HOW DO WE USE PERSONAL DATA (Purposes)?

We will use your Personal Data for the following purposes:

- To provide you with the information you need to take part in *Eastbourne People's Panel*
- To select participants to take part in the *Eastbourne People's Panel*
- To contact selected participants to arrange for their participation in the *Eastbourne People's Panel*
- To communicate with selected participants as well as those who have not been selected.

The Personal Data is only stored and processed for the period required for the purpose of the processing, which in this case is two years after the end of the last activity of the Eastbourne People's Panel. After that, the Personal Data will be deleted.

5. WITH WHOM AND WHERE DO WE SHARE YOUR PERSONAL DATA?

The Sortition Foundation will collect the initial Personal Data via their registration page, and share it with New Citizen Project and Eastbourne Borough Council for the purposes named in section 4 above.

The Processors named above will only process and share your Personal Data to the extent necessary for the relevant purposes in section 4 and in line with the terms of their data protection agreement. The Personal Data may not be used for any other purpose by these parties.

The Organisation and the Processors will never sell or rent your Personal Data to other service providers, nor will we share your Personal Data with any service provider that is not compliant with the GDPR.

We will only store your Personal Data in servers which operate within the EU.

We will not pass personal details on to any other organisation. Personal Data may be shared internally within the project staff of the Processors named above in order to effectively deal with queries or questions that you raise directly with us.

Under the Data Protection Act 2018 we have a legal duty to pass information to third party organisations such as the Police, The Department of Work and Pensions and anti-fraud agencies for the purposes of preventing and detecting crime, or for anti-fraud purposes.

5.1 How will the data be stored?

Personal Data is processed electronically using company-issued laptops and stored securely in cloud-based environments with data centers located in Europe. Computer equipment is only used in line with the Processors' ICT security policies.

5.2 What is the legal basis for the collection, use and storage of the data?

The lawful bases for processing data are set out in Article 6 of the UK GDPR. We rely on the following as the bases for collecting and using your personal data:

- **Explicit Consent:** all data is collected and processed with your consent and for a specific purpose.
- **Legitimate Interests:** the processing is in the legitimate interests of the Processors in order to successfully deliver the Eastbourne People's Panel.

6. WHAT ARE YOUR RIGHTS?

6.1. Right of access

You have the right to view your Personal Data at any time as well as the right to be informed of the use that the Organiser and Processors make of your Personal Data. You may also request a copy of the Personal Data that is being processed.

6.2. Right to rectification

You have the right to rectify inaccurate Personal Data that concerns you.

6.3. Right to erasure

You have the right to ask the Processors and the Organiser to delete your Personal Data. It is however possible that some Personal Data will still need to be processed. When the Processor deletes your Personal Data, a limited amount of Personal Data may still need to be retained to ensure the Organiser and Processors can fulfil our obligations under the GDPR.

If you request for your Personal Data to be deleted, it will be removed from our servers. Some Personal Data about you may remain in a separate log for security and legal reasons.

You acknowledge that a request to delete your Personal Data may mean that your potential participation in the Eastbourne People's Panel may no longer be possible.

6.4. Right to object

You have the right to object to the processing of your Personal Data for serious and legitimate reasons. In addition, you always have the right to object to the use of your Personal Data for direct marketing purposes.

6.5. Right to restrict the processing of your data

You can exercise your right to restrict the processing of your data, if you believe that we are processing your Personal Data unlawfully. You can also request us to restrict the processing if you believe we are processing inaccurate Personal Data about you, for the period needed to verify the accuracy of your Personal Data. The same applies when you exercise your right to object to the processing of your Personal Data. In this case you can restrict the processing for the time needed to verify our legitimate grounds to process your data.

6.6. Right to data portability

You have the right to obtain the Personal Data you have provided to us in a structured, typical and machine-readable form and/or have such Data transferred to different controllers.

6.7. Right to withdraw consent

Insofar as the processing is based on your prior consent, you have the right to withdraw your approval.

6.8. Right to lodge a complaint

You have a right to complain to the Organisation if you do not think that your personal data has been handled responsibly. You can complain to the Organisation if they have:

- not properly responded to your subject access request
- not upheld any of your other data protection rights
- not kept your personal data secure
- misused your personal data
- collected your personal data for one reason, and are now using it for something else.

You can find more details on how to make a complaint here: [Data Protection Complaints - Lewes and Eastbourne Councils](#)

You have a right to complain to the Information Commissioner's Office (ICO) if you are unhappy with how your personal information has been handled by the Organisers. They can be contacted at:

Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF
Helpline number: 0303 123 1113 ICO website: <https://www.ico.org.uk>

The ICO would expect you to give the Organisation an opportunity to resolve your complaint before contacting them.

7. HOW TO EXERCISE YOUR RIGHTS?

You can exercise your rights by contacting:

Either the Organisation, by email at accesstoinformation@lewes-eastbourne.gov.uk , or by post to Town Hall, Grove Road, Eastbourne, BN21 4UG

Or the Processor, by email at data@newcitizenproject.com or by post to Better Space, 127 Farringdon Road, London, EC1R 3DA

Or the Sub-Processor by email at eastbourne@sortitionfoundation.org or by post to Unit 3 Wellbrook Court, Girton, Cambridge, CB3 0NA

When you submit a request to exercise your rights, we will need to verify your identity in order to safeguard your data.

Exercising your rights is in principle free of charge. However, if your request appears to be manifestly unfounded or excessive (in particular because of its repetitive character), we may charge you a reasonable fee to cover our own administrative costs. In such cases, we may also simply opt to reject your request. In this event, you will be notified of the reasons for such a decision.

8. ADDITIONAL INFORMATION ON DATA COLLECTION AND PROCESSING

8.1. Legal procedures

The Organiser and the Processors may use the Personal Data for legal purposes, for the court or legal proceedings preceding phases in the event of unlawful use. You are aware that the Organiser and the Processors may be obliged to disclose the Personal Data at the request of competent government institutions for the processing of the Personal Data. The legal basis for this processing is the acceptance of the terms and conditions (contractual basis) and the necessity to fulfil a legal obligation.

8.2. Changes to this Privacy Notice

The Organiser and Processors reserve the right to change this Privacy Notice at any time. When the notice changes in a material way we will notify you. The date of the last change is

indicated at the bottom of the page. Unless otherwise indicated, the valid Privacy Notice applicable at that time applies to all Personal Data that is processed through the Eastbourne People's Panel project.

Last updated: 3rd July 2026