

Cheshire Archives 'A Shared Story' Privacy Notice

Cheshire Archives service identifies, collects and cares for archives and publications that are the evidence of Cheshire communities' lives past and present. It delivers access for all to archives and local studies collections for information, learning and enjoyment. The service works to make sure archives survive so that future generations will be able to do the same.

Through their 'Life in Lockdown' and 'Collecting COVID' projects, Cheshire Archives and West Cheshire Museums are capturing evidence of the pandemic as experienced by people living in Cheshire West and Chester. The pandemic has had a major impact on everyday lives, and it is important that evidence of this is recorded and preserved for future generations.

Working with our partners

Thanks to National Lottery Heritage Funding, Cheshire Archives have partnered with Haylo Theatre and Age-Friendly Cheshire West to create 'Life in Lockdown: A Story Shared'.

'A Story Shared' aims to capture the experiences of older residents during this unique time in history. Giving older residents a voice and sharing the stories that might otherwise have gone unheard.

Haylo and Age-friendly Cheshire West will use people's submissions to raise awareness and educate others about the experiences of older residents during lockdown.

What is this notice for?

Because the archive will be publicly accessible, we must ensure that we handle any personal, private or sensitive information you may provide appropriately. This does not just mean details of the information about you, but also the information about other people you may include in your submission.

This notice is to explain what steps we will take to ensure that any personal data is handled appropriately and who we will share it with.

We take handling of your information and that of other people seriously.

- We ask you to only share information you are happy to share publicly.
- We ask you to share your first name, but give you the option to leave your name blank and make your submission anonymous if you prefer to do so.
- We have made it clear in our permissions that we are not able to use submissions that include personal or identifiable details of other people.

When you send us your contribution, we ask you as part of our section on Permission to answer a number of questions about how you would like us to handle the information you provide, this includes:

- Asking if you agree to your submission being made publicly available by Cheshire Archives
- Asking for your permission for information to be used by our project partners
- Asking if you would like to be contacted to keep in touch about being involved in the project as it develops.
- Asking if you would like us to contact you to give you an opportunity to share more about your experiences.
- Asking if you would like us to contact you about other projects and opportunities.

You can choose to withdraw your permission at any time by contacting Cheshire Archives in writing at the address specified.

How can I protect personal data in my submissions?

You need to consider the personal information of any third party featured in your contribution. We are unable to use submissions that include personal or identifiable details of other people.

You can anonymise the contents of your whole submission, although we will still need your contact details in case we need to get in touch.

You could use initials in any submission so that individuals you may refer to can't be identified however using terms such as 'a friend' 'a neighbour' 'a colleague' are preferable.

Who will be responsible for the data I provide?

Cheshire Archives will be the data controller for any personal data that is provided, that means we are responsible for identifying how it can be used.

Where we collect personal data related to your submission, such as your contact details, we will make it clear how this information will be used.

In relation to the submission you make – whether this is a journal entry (pages 1&2), images, notes, a story or other item (page 3) that contains personal data, we will ask you to confirm that you understand that Cheshire Archives will become the data controller for this data and will be responsible for the processing of any personal data your submission contains. This will also include the archives right to make this information publicly available to partner organisations, research organisations or to include in any material subsequently produced as part of our public record of the pandemic; for example, in a museum exhibition, brochure, book, or other such form.

Where else do you collect personal data from?

If you have asked for a paper copy of the document to be sent to you, we will ask for your name and address. Your name and address will only be used for this purpose and details will not be retained. If you make a submission, we ask you to provide your contact details: Name, email address and contact phone number. This is to allow us to process your submission and also to contact you should we need any additional information. Your contact details will only be used to process your submission and get in touch if you have given your permission to do so. Contact details will not be published.

What allows you to use my personal data?

Any data you provide is provided by consent. You can withdraw your consent for us to use your contact details at any time. Due to its historical relevance, we reserve the right to retain your submission in an anonymised format.

Do you share my personal data with anyone else?

Any information you provide about your experiences of Coronavirus in Cheshire West will be made publicly available. We will also share submissions with both Age-Friendly Cheshire West and the Haylo Theatre to use this information as part of their work to raise awareness and educate others about their experiences of lockdown. They will do this by using information either in full or in part for example 'the things people tell us have helped them through lockdown are.....' This may be used in publications, exhibitions and creative activities as deemed appropriate by Cheshire Archives.

We will not share your contact details unless you have stated that you are happy for us to do so.

How long will you store my personal data for?

Any submission you make will form part of a permanent historical archive.

What can I do if I am unhappy at any point about how you use my data?

If you are unhappy with how we use your personal data, want to report a possible breach or just want further information, you can complain directly to the Data Protection Officer by email or post.

- Email: dpo@cheshirewestandchester.gov.uk
- By post: Data Protection Officer, 4 Civic Way, Ellesmere Port, CH65 0BE

You also have the right to complain to the Information Commissioner's Office using the following details:

- [Information Commissioner's Office \(ICO\) website](#)
- By post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
- Telephone: 0303 123 1113