

# Privacy Notice for user testing – website navigation redesign

Cambridge City Council will collect, use and be responsible for certain personal information given to us about you. When we do so we are regulated under the United Kingdom General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. We are responsible as ‘controller’ of that personal information.

The Data Protection Officer is the 3C’s Shared Services, Information Governance Manager and they can be contacted through the Information Management Team via the following email [Infogov@3csharedservices.org](mailto:Infogov@3csharedservices.org).

3C Shared Services is a strategic partnership between Cambridge City Council, Huntingdonshire District Council and South Cambridgeshire District Council.

## What information we collect and why

We collect personal information such as your name, email address, employment status and age range to help us ensure we are collecting a demographically correct representation of Cambridge City.

We are holding user research sessions to test out new designs and navigation for our [Cambridge City Council website](#).

Your personal information will only be used for the user research sessions.

Residents can register their interest in attending the sessions via an [online form](#).

## Who has access to this information?

The Communications team will manage and access the information.

## How long is my information kept?

If you have signed up to take part in our user testing sessions but are no longer available to help, you can opt out by emailing [webteam@cambridge.gov.uk](mailto:webteam@cambridge.gov.uk).

Those involved in the user sessions will be asked whether you would like to be included in future testing panels for Cambridge City Council. If you consent to be involved in future testing panels, then Cambridge City Council will store your personal information on file to contact in the future.

If you do not consent to be included in future testing panels, then we will not keep your information any longer than needed to provide the services you require. We may keep your data longer if we need to retain it for legal, regulatory, or best practice reasons. The [Retention Schedule](#) sets out details of how long we keep data.

If you consent to take part in future testing panels but are no longer available to help, you can opt out of this by emailing [webteam@cambridge.gov.uk](mailto:webteam@cambridge.gov.uk).