

Citizens Juries c.i.c. - Privacy Notice

Why do you collect information about me?

Citizens' Juries c.i.c.

We collect and share information about you for the following reasons:

- *Application and shortlisting:*
We collect your *name; contact details; gender; age; ethnic group; education details; employment details;* and *views you are asked on particular questions relevant to the jury.* We have a legitimate interest to collect this information so we can select an appropriate mix of people for the jury shortlist and report aggregate data on who applied (e.g. the number of men/women). Information about your ethnic group is sensitive so we must have additional reasons for using this information. In this case, we collect this information because it is necessary for scientific research, it is in the public interest and it is appropriately safeguarded. We do not share these data with other organisations.
 - *Juror selection:*
If you are shortlisted for the jury, we *share your name, contact details* and other relevant information from your application with two temporary members of staff. We have a legitimate interest to do this so they can contact you by phone about selection for the jury. If you are called, we *collect* further information about you including: *your views on decisions made by computers, your dietary and other needs; your other commitments at the time of the jury.* We have a legitimate interest to collect this information so we can select appropriate people for the jury.
 - *Payment:*
If you are selected for the jury (or to be a jury reserve), before the jury we *collect* your *bank details* and *national insurance number.* We have a legitimate interest to collect this information so we can make sure you are paid, for preparing our accounts, and to share it if required by HMRC.
 - *Jury findings:*
During the course of the jury we *collect your views on computers making decisions* through questionnaires. We have a legitimate interest to do this so we can analyse, report, and publish anonymised information on the findings of the jury. This will also have wider public benefits as it will contribute to democratic policymaking.
 - *Jury video:*
During the course of the jury we will *take photographs* and *video footage* of jury members. This is so we can include them in our publications about the jury. We only do this with your consent, which we ask for at the beginning of the jury. If you do not consent, you can still take part in the jury but you will not be photographed or filmed.
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How long do you keep information about me?

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We keep information about you as follows:

- *Jury applicants – all information:*
All information about jury applicants (people that applied but did not take part in the jury) is destroyed within *two weeks* of the conclusion of the jury. This is your *name; contact details; gender; age; ethnic group; education details; employment details; and view on decisions made by computers.*
- *Jury members - all information:*
We keep this information for *five years* after the jury has concluded. This is so we can conduct further analysis of the jury findings and contact you about any follow-up research related to the jury. We may also use the information to justify our jury selection process.
- *Jury members - photographs and videos:*
Where we have your consent for taking photos and videos, we keep these *indefinitely*. These are published on our website and/or the University of Manchester's website.
- *Bank details and national insurance number:*
We keep this information for *five years* after the jury has concluded. This is so we can meet our legal obligation to respond to any enquiries from HMRC about payment.

What rights do I have?

- *Access:*
You have the right to ask us for copies of information about you. You can read more about this right [here](#).
- *Rectification:*
You have the right to ask us to rectify information about you that you think is inaccurate. You can read more about this right [here](#).
- *Erasure:*
You have the right to ask us to erase information about you in certain circumstances. You can read more about this right [here](#).
- *Restriction:*
You have the right to ask us to restrict the use of information about you in certain circumstances. You can read more about this right [here](#).
- *Objection:*
You have the right to object to our use of information about you in certain circumstances. You can read more about this right [here](#).

Please contact info@citizensjuries.org if you wish to use any of the above rights. We have one month to respond to you. You are not required to pay any charge for this.

- *Complaints:*
The Information Commissioner's Office (ICO) is the UK's independent regulator for data protection. You have the right to complain to the ICO if you are concerned about how information about you has been used in this citizens' jury.

Please visit the [ICO website](#) if you wish to make a complaint.