

## Citizens Juries c.i.c. - Privacy Notice

### Why do you collect information about me?

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#### 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 your views and other demographic information 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 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 which may include: your views on the jury topic, 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 the jury topic in various ways including 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 may 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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Citizens' Juries c.i.c.

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We keep information about you as follows:

- *Jury applicants – all information:*  
All identifying 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. We may keep this information for up to five years but only if you have explicitly asked to be considered as an applicant for future juries. We may keep indefinitely anonymised demographic information that does not identify you for analysis so we can understand better the range of applicants who apply to take part in juries, and whether that broadly represents the cross-section of the public that citizens' juries are designed to attract.
- *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 will be published in accordance with your consent, and may include reports, on our website, the Jefferson Center website and/or the website of the organization commissioning the jury.
- *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.

## How is my privacy protected when juries are online?

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### Citizens' Juries c.i.c.

Like many organisations, the events organised by Citizens Juries c.i.c. have been affected by the COVID-19 pandemic. Some citizens' juries are being hosted online using video-conferencing to help prevent the spread of the virus.

Where juries are held online:

- *Jury members:*

The main tool being used for video-conferencing is Zoom. Privacy concerns have been raised about this tool, and action has been taken to address deficiencies. [Zoom publishes information](#) on how it protects personal data. To protect participants from unauthorised users gaining access to the jury, we provide all participants with passwords. We ask participants to keep your video on during these video-conferencing calls to promote open and effective communication between participants. We do not routinely make video or audio recordings of online jury discussions, and would only do this for specific reasons with your explicit consent.

It is important to some juries that the process is transparent and open to the public to view. Where we allow members of the public to observe a jury, they would be able to watch proceedings but must agree to public observer rules which include not recording information (see below).
- *Jury public observers:*

Members of the public may be able to watch online jury proceedings using Zoom. Rules for public observers will be made available to all observers in advance, and will include: the process to pre-register for the event; restrictions on participation (viewing only); and a commitment to not record or take screenshots of the event. The National Institute for Care Excellence holds Zoom meetings with public observers and our rules are based on their rules for public observers (although responsibility for the rules and their use rests solely with Citizens Juries c.i.c.).

Pre-registration details of name and email address will be used to confirm the identity of attendees when accessing the Zoom meetings. These details will be stored and then destroyed within two weeks of the end of the jury.
- *Jury witnesses:*

Citizens' juries get much of the information to inform their deliberations from expert witnesses. With online juries, a short biography about each speaker and their presentations will be filmed and made available to jury members and the general public via a website, and made available for an indeterminate period after the jury is complete. All witnesses will be asked for their consent to this use of information.

## What rights do I have?

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- *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](#).
- *Erase:*  
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](mailto: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.

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- *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.