



#### What information we will keep and where we will keep it

We will keep details of your name, contact details (email or postal address) and the names of any relevant organisations that you may have commented on behalf of. We will store these details electronically on our secure Sheffield City Council system and in accordance with Sheffield City Council procedures.

#### Use of contact details

If you choose to provide your contact details at the end of the survey, we will only use the contact details for purposes in relation to this survey or the work of the Parks and Countryside Service, including:

- To alert you to a new consultation event
- To seek your views on a consultation document
- To seek clarification of comments made by you

#### Updating and removing contact details

If you wish to have your contact details removed or updated at any time, please contact us on 0114 2500500 or email [parksandcountryside@sheffield.gov.uk](mailto:parksandcountryside@sheffield.gov.uk).