

## **Community within Communities**

### **Our Voices to be Heard**

#### **Participant Information**

The purpose of this document is to inform you about how we will use any contributions that you send to us for our 'Community within Communities' project. These contributions include, but are not limited to, the activities for our Historic Townships exhibition and oral history interviews. We are so grateful that you are supporting us.

For us to use any of your contributions in our project, we need your permission. If you use our online submission form, we ask for your permission as part of this form. If you send or give us hard copies of your contributions, we will ask you to complete a hard copy of a permission form. The following information explains what this permission means.

#### **How will Sefton CVS use your contribution?**

Any contributions you send to us will be used in the materials we create for our 'Community within Communities' project. These include any of the following:

- our Historic Townships exhibition due to launch in the final months of 2022
- an *Our Voice* resource that will be shared on our website to celebrate all of the work we have done on the project
- the reports we send to the National Lottery Heritage Fund as part of our evaluation process
- other public outputs such as Sefton CVS's annual reports

Sefton CVS will only share your name and contribution online on our website or social media page if you have given us permission to do so.

Please note that Sefton CVS will never share your contact details with other agencies or make them publicly available without your permission.

Any information you submit to us will be stored securely by Sefton CVS for up to one year after the 'Community within Communities' project finishes (expected date January 2024).

**By giving us your permission to use your contribution in the 'Community within Communities' project, you agree that:**

- Sefton CVS can use your contribution in any of the outputs listed above (excluding our website or social media pages).

- Sefton CVS can store your contribution and personal details securely for up to one year after the ‘Community within Communities’ project end date (expected January 2024).

**By giving us your permission to share your name and contribution online via our website or social media pages, you agree that:**

- Sefton CVS can post your name and your contribution on social media to share what you have created with others and for promotional purposes for the project.
- Sefton CVS can post your name and your contribution on our website to share what you have created with others and for promotional purposes for the project.

**For more information please see:**

Sefton CVS: <https://seftoncvcs.org.uk/privacy/>  
National Lottery Heritage Fund: <https://www.heritagefund.org.uk/privacy>

### **Preserving your contribution with Sefton Library Service (Optional)**

We have included an option as part of online and hard copy submission forms for your contributions to be preserved for posterity with Sefton Library Service and used in accordance with their Retention and Usage Policy. This option **is not** a precondition of participation.

If you do wish to give Sefton Library Service permission to preserve your contribution, you can indicate your usage preferences in the relevant section of the copyright form that we will send to you.

Under the 1988 Copyright Act, your written permission for your memories, photographs and other is necessary before your work can be preserved in this way. Please note that Sefton Library Service also works strictly within the bounds of the Data Protection Act (2018).

### **What if you change your mind?**

You can contact Sefton CVS at any time if you would like us to stop using your contribution. Please send an email to: [mail@seftoncvcs.org.uk](mailto:mail@seftoncvcs.org.uk)

We will then stop using your contribution and delete any copies that we hold. Please note that we can only prevent future use and will be unable to retract anything that is already in the public domain.

