



Together Hub Identification & Anonymity Statement

The purpose of the Together Hub

As a not-for-profit team, MSP is looking to plan how we approach things over the next few years. We work together to help everyone in the Liverpool City Region feel the benefits of getting and staying active. Now, more than ever, we know that the really important word there is ‘together’: together with individuals, communities and other organisations. That’s why we’ve set up the Together Hub, so we can hear from you about what’s important to help us understand how we can join the dots and contribute to the bigger picture.

Identification & anonymity introduction

We’ve made the decision to make as much of our Together Hub information gathering methods as possible anonymous by default. We’ve done this to remove identification as a possible barrier to participants giving their honest views, be they positive, negative, or a mix of the two.

However, knowing who has said what can be very useful when trying to plan and make decisions. So, we encourage you, if you feel able to, to tell us a little bit about yourself, so that we have some context to what you tell us. This doesn’t have to be your name, it could just be your job role, the name of the organisation you work for, or a sentence about the aspects of yourself that are most relevant to what you tell us. When and if this information is made available publicly depends on how you choose to share your thoughts. We explain more about that in the next section.

We also ask you to share your contact details with us where you feel able to.

This is so that we can keep you informed about the planning we do, based on what you and others tell us, and so that we can offer you further opportunities to contribute your thoughts if you’d like to. **We will not share your contact details publicly.**

In addition to this statement our Together Hub also operates in line with our wider [Privacy Notice](#).

Below we outline how identification and anonymity work in practice across each of our information gathering methods.

Identification & Anonymity in our Online Conversation space

In this space your thoughts will be shared publicly, however, by default, your thoughts will be posted anonymously onto the public-facing part of the Padlet board we use to facilitate the online conversation space. (Just so you know, MSP's admins will be able to link your Padlet username to your answers if you are logged into your own Padlet account at the time of adding your answers. We won't share this information publicly and if you do want to respond fully anonymously then please log out of your own Padlet account before submitting your answers.)

However, you can choose to tell us and others using the board, about the kind of individual you are or the type of organisation you represent to help give some context to your answer in the 'Title' field of your response box. Anything you type in this box will also be available to view by anyone, so please bear this in mind when entering information here. If you prefer, you can leave this blank.

In addition to, or instead of including information about yourself in the 'Title' field you can complete our About You form. The personal and contact information you enter into this form will not be made publicly available and will only be used in the following ways

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- To register you for and send you updates on the plans we make based on what you tell us, if you have opted in to this option
 - To contact you if you have told us you would like to work with us
 - To enter you into our prize draw if you submit your details by the closing date and to advise you if you are a winner.
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Unless you have told us you would like to work with us and have provided us with a re-cap of your answer to Question 4 we will not be able to link your contact details directly with the responses you have provided. We will only know that you accessed the Online Conversation board and that you may have provided one or more Question responses.

All responses posted to the online conversation space will be checked by a moderator before being approved for posting. Moderators are members of MSP's team. No comments will be removed or edited because moderators personally dislike them.

However, our moderators won't allow:

- ideas or comments which are critical of a specific individual. These will either not be approved for addition to the platform (but may be stored for the team to review privately) or amended to anonymise the individual.
- ideas or comments that could reasonably be described as abusive or considered to be harassment, bullying, assault or a threat of violence. These will either not be approved for addition to the platform (but may be stored for the team to review privately or share with the relevant authorities depending on their severity).

Moderating posts also allows us to better safeguard contributors if we believe they have accidentally posted personal information which could compromise their safety/privacy. In these cases we may remove the personal information before approving the post.

You can let us know if you like or dislike other people's thoughts by using the thumbs up or down buttons. If you see a post that you find abusive or offensive that has been passed by our moderators, please drop us an email to together@merseysidesport.com so that we can investigate and review.

Identification & Anonymity when using our Together Hub Online Form option

This differs slightly to the Online Conversation space in that your thoughts will not initially be made available publicly and that no official mechanism is in place for others to react to your thoughts. As MSP begins to plan we may choose to share some of your thoughts publicly, for instance in documents we produce as part of that process. Please note they will be moderated in the same way as described above.

We may also share the details you provided in the field marked 'Please describe yourself in a few words'. **However**, the personal and contact information you enter into this form will not be shared publicly and will only be used in the same ways as those outlined above for the 'About You' form.

Identification & Anonymity if you choose to receive our 'phone/video call with the team' option

Because of the need for interaction with one or more other people when choosing this option we cannot offer complete anonymity. Your call will be with, as a minimum, one member of the MSP team and you may be asked, at your discretion, to join a group call. Your thoughts and any information you share will be heard by any others on that call.

We may transcribe the conversations from these calls. Information gathered from the ‘Register to join a call’ form and from the transcription will then be treated in the same ways as outlined under the ‘Identification & Anonymity in our Together Hub Online Form’ section.

Identification & Anonymity when sign up to our ‘Keeping You in the Loop’ form

The personal and contact information you enter into this form will not be shared publicly. If you choose to complete the sections marked ‘If you answered question 4 - ‘What would you like to work with us on?’ - and would like us to be able to match it with your contact details briefly recap your answer here’ and ‘Please describe yourself in a few words’ this information may be shared publicly, in line with the principles that apply for the Online Conversation space as outlined above.

Who is responsible for the Together Hub and your data?

The Together Hub and the planning work it supports is being run by MSP, the Active Partnership for the Liverpool City Region

We hope that the above answers many of the questions you may have about identification, anonymity or privacy in relation to the Together Hub. However, if you have any others then you can also get in touch via together@merseysidesport.com