

Democratic Services Privacy Notice

Lawful basis for processing your data

Processing your data is necessary for Democratic Services to perform a task carried out in the public interest or in the exercise of its official authority (Article 6(1)(e)) or to comply with a legal obligation (Article 6 (1) (c) of the General Data Protection Regulations (GDPR). If you have provided us with special or sensitive category data, we will process this under Article 9(2) of the GDPR.

The various UK laws these may include (but not limited to) are as follows:

- our legal obligation(s) under the Local Government Act 1972
- our legal obligation(s) under the Local Government (Access to Information) Act 1985
- our legal obligation(s) under the Local Government Act 2000
- our legal obligation(s) under the Localism Act 2011
- our legal obligation(s) under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012
- our legal obligation(s) under the Openness of Local Government Bodies Regulations 2014
- where needed for the performance of a task carried out in the public interest under the laws that apply to us or the exercise of official authority vested in us.

How we process your data

The council has a statutory duty to provide and make publicly available records of council meetings and decisions taken. The amount and type of personal data Democratic Services collects from members of the public and Councillors, will depend on why and how you're contacting or interacting with us. This may simply mean providing your name and address but for some things we may need to ask you for more details and sometimes sensitive personal data or special categories of personal data. When Democratic Services collects your personal data we'll:

- ensure you know why we need it;
- only ask for what is necessary for the service we're providing to you or to provide the information you're requesting;
- protect it and make sure nobody has access to it who shouldn't;
- keep it secure and ensure that the privacy of individuals is protected;
- ensure you know if you have a choice about giving us personal data; and
- make sure we don't keep it for longer than is necessary.

Records of council meetings

We publish a record of all council decisions and meetings, as well as any background information and reports that inform discussion. In order to provide this

service, we may need to process some or all of the following categories of personal data about members of the public, consultants and elected Members:

- name
- address
- contact details

If you ask a question, or participate in a discussion, some information about you and what you say will be included in minutes of meetings. Petitions and our response will be published on our website. We'll only publish the name of the person who submitted the petition.

The majority of council meetings are transacted in public. Agendas and reports for all council and committee meetings are made available to the public five days in advance of meetings, in accordance with statutory requirements.

Webcasting

The council's webcasting service is part of a range of tools that we are currently using to increase transparency and encourage greater participation in how local decisions are made. We hope it will keep you better informed about the work of the council and the decisions being made, on your behalf, by councillors and how they're representing your views and interests. For more information about the council's current arrangements owing to the on-going pandemic please view our Virtual and remote access meetings privacy notice.

Petitions

The council welcomes petitions as a valuable tool for people to let us know their concerns about the local community. In order to review and respond to a petition submitted to us, we'll need to process the name and contact details of the people who have signed it.

Sharing personal data

We may be required or permitted to disclose your personal data without your explicit consent, for example if we have a legal obligation to do so, such as for:

- regulation and licensing;
- law enforcement;
- fraud investigations and criminal prosecutions;
- court proceedings; or
- national archiving requirements.

In accordance with the Local Government & Housing Act 1989, personal data may also be shared with the council's Monitoring Officer to assist them in carrying out their roles and responsibilities. This may include:

- reporting on matters they believe are, or are likely to be, illegal or amount to maladministration;

- dealing with matters relating to the conduct of councillors and officers; and
- any other issues relating to the operation of the council's constitution.

How long will we keep your personal data?

In accordance with the Local Government Act 1972, the council will retain all minutes agendas and reports (including minutes and reports on exempt / confidential (green paper) items) for a minimum period of six years. At the end of this retention period, we may pass any relevant information to the County Archives where it is required or appropriate to do so. For further information about other retention periods please contact the Democracies Services Manager.

For the retention periods for the council's webcasting documents, please view our Virtual and remote access meetings privacy notice.

What are your rights?

You have the right to request access to the information that we hold about you. To make a request for this information, please contact our Information Governance Manager. In addition to the above, you may also have the right to:

- in certain circumstances to have inaccurate personal data rectified, blocked, erased or destroyed;
- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means and
- data portability.

If you wish to execute any of these other rights, please contact the councils Data Protection Officer.

How to contact us

If you have any questions about how we handle your personal data, please contact the council's Data Protection Officer; Joanne Billington on 01253 887372 or visit www.wyre.gov.uk for further information. You also have the right to contact the Information Commissioner if you are unhappy with how we are handling your personal data.