**Democratic Services – Privacy Notice**

 **The reasons why we process your data:**

* Declaration of interest
* Register interest to speak at a public meeting and the publication of public speakers
* To investigate code of conduct complaints
* Council and committee meetings
* Licensing panels

**How we collect your data:**

* Email
* Online
* Telephone
* In person
* Letter
* Referred by a Councillor

**The lawful basis for processing your data:**

* Public Task

**The type of personal data we process:**

* Name
* Address
* Email Address
* Telephone number
* Signature
* Membership of other bodies
* Gifts and hospitality
* Employment

**Special (Sensitive) category data:**

* Political party
* Race
* Religion and beliefs
* Health and disability

**Lawful Basis for Processing Special Categories of Personal Data:**

Substantial public interest

**Processing of personal data relating to criminal convictions and offences:**

Criminal offence data will be processed under additional conditions within schedule 1, Part 3 of The Data Protection Act 2018, Paragraph 36 - extension of substantial public interest

Criminal convictions and alleged offences

**Sharing your data:**

* Councillors
* Council staff
* The public (through the Council website)
* Local Government Ombudsman
* The press
* Minutes and recordings of meetings are publicly available

**Automated decision making :**

Non-Applicable

**How long we keep your data:**

4 years after the member leaves office

Minutes are held by the council indefinitely

Audio and visual recordings are held one year