

## **Privacy Notice (How We Use Your Information)**

### **The Governance Team**

The Governance Team manages the meetings of Council and its Committees, Sub Committees, Panels and working groups. This includes Council, Cabinet, Scrutiny and statutory meetings such as Planning.

In order to provide our service, it is necessary for the Council to collect, store and process personal data relating to members of the public to carry out the following functions:-

- Publication of agendas, associated documentation, decision records and minutes for all Council meetings, as well as any background information that informs discussion, which could include personal information;
- Webcast of meetings;
- To facilitate participation in meetings ie public questions and deputations;
- Administration of the petition scheme (both paper and e-petitions);
- Overseeing the Overview and Scrutiny Function; and
- Administering School Admission Appeals.

### **The categories of information that we collect, process, hold and share include:**

- Name
- Contact details including address, telephone number and email address
- Signature (particularly in the case of paper petitions received by the Council)

We collect information about you in the following ways:

- Communication with yourself (either by telephone, in person, or in writing)
- Through our website

We may also receive information from internal departments such as Licensing and Planning, as well as third party organisations such as West Yorkshire Police.

### **Why we collect and hold this information**

- To enable the Democracy Service to carry out specific functions for which we are responsible and ensure the Council complies with its statutory duties to make a record of council meetings and decisions available to the public.
- Petitions are 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 need to process some of the personal data of the people who have signed it.

## **The lawful basis on which we use this information**

Under data protection legislation, we are permitted to use your information this way, because we have a statutory duty and in order to provide access to Council services. We collect and process information about you under the following bases in Article 6:-

- Consent - the individual has given clear consent for the processing of their personal data for a specific purpose;
- Legal Obligation - the processing is necessary to comply with the law; and
- Public Task - the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law.

## **Storing this information**

We will keep your information for as long as it is required by the Council in order to comply with legal and regulatory requirements.

Copies of minutes are also kept as a permanent historical record, deposited within the Council's Central Archives.

## **Who we share this information with and why:-**

- The majority of council meetings are held in public. Agendas and reports for council and committee meetings are published on the Council's website five clear working days before the meeting. Minutes and details of decisions are also published on the Council's website once available.
- If you have asked a question, or participated in a discussion, some information about you will be included in these records and available via the webcast.
- A webcast of the meeting is published on the Council's website and is available for all to view on-demand. Please note that websites can be seen throughout the world, and not just in the United Kingdom where UK law applies.
- The Openness of Local Government Regulations 2014, which apply to England, give rights to members of the press and public to use modern technology and communication methods such as filming, audio-recording, blogging and tweeting to report the proceedings of the meetings of the council.
- If you create an e-petition on the Council's website, you will be required to provide personal information so that we can contact you about your petition. The information will only be used for this purpose, although we may need to pass your details to the relevant department to enable them to respond to the issues you raise.
- If you sign an e-petition on the Council's website, you will be required to provide personal information so that we can confirm that the signatories are valid.
- Petitions and the Council's responses are published on the Council's website.

We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.



### **Further information**

If you would like further information about how we manage your data, please see the privacy notice for Kirklees Council at [www.kirklees.gov.uk/privacy](http://www.kirklees.gov.uk/privacy).

If you have any worries or questions about how your personal data is handled, please contact the Governance Team on [scrutiny.governance@kirklees.gov.uk](mailto:scrutiny.governance@kirklees.gov.uk) or by ringing 01484 221000.