

Privacy Notice for Democratic Services

This privacy notice governs the collection, storage and use of personal information collected by us, Democratic Services, which is a part of Thanet District Council. It provides you with details about the personal information we collect from you, how we store and use your personal information and your rights to control personal information we hold about you.

Who we are

Democratic Services (“we”, “our”, “us”) is a department within Thanet District Council, whose registered office is at P O Box, Cecil Street, Margate, Kent, CT9 1XZ. We are the data controller under the Data Protection Act 1998. We respect your right to privacy and will only process personal information with your consent, in accordance with the Data Protection Act 1998 and the Privacy and Electronic Communications (EC Directive) Regulations 2003. If you have any questions about how we collect, store and use your personal information, or if you have any other privacy-related questions, please contact us by any of the following means: Email us at: dataprotection@thanet.gov.uk Write to us at: Data Protection Officer, Thanet District Council, PO Box 9 Margate CT9 1XZ Phone us at: 01843 577007

Petitions

Personal information we collect about you

Petition Originator - contact details. Petition signatories - names, addresses and signatures

The lawful basis

Under data protection legislation, we are permitted to use your information this way because it is a task we carry out in the public interest.

How will we use the information about you?

The council welcomes petitions as a valuable tool for people to let us know their concerns about the local community. In order to respond appropriately to a petition submitted to us, we will need to process some of the personal information of the people who have signed it. We also provide an Epetition facility for people to create petitions on our website.

Who will we share that data with?

Petitions and our response will be published on our website, we will only publish the name of the person who submitted the petition. We also also publish the name of the organiser in the

publicly available agenda that will consider your petition. We do not share any of the signatories details.

Storing your personal information

Petitions are stored securely within our electronic committee administration system and in locked filing cabinets with Democratic Services. These are destroyed after six years in accordance with the Democratic Services retention schedule.

Standards complaints

Personal information we collect about you

Your name, address, contact details, the details of your complaint against the councillor and any further information you provide to us or an investigating officer appointed on our behalf during the course of the investigation or if the matter is referred for investigation or for other action.

The lawful basis

The Localism Act 2011 requires the council to have an arrangement in place under which allegations of a failure to comply with a relevant authority's code of conduct can be investigated and decisions made on those allegations.

Who will we share that data with?

When you submit a standards complaint a report will be prepared for the standards assessment sub-committee. The report will contain your name and the details of your complaint against the councillor. The report will be shared with the members of the standards assessment sub-committee and the officers assisting the sub-committee.

Following the decision of the sub-committee a decision notice will be produced. This will (unless your identity is withheld) contain your name and details of your complaint against the councillor. A copy of the decision notice is sent to the councillor you have made a complaint about and their political group leader if they have one. If the complaint is regarding a town or parish councillor a copy will be sent to the clerk to that council. The decision notice is a public document and a copy of it will be published to the Council's website.

If the matter is referred for investigation your name, address and contact details and the details of your complaint against the councillor will be shared with the person investigating the complaint (the investigator).

Once the investigator has completed his investigation they will produce a draft report. This will (unless your identity is withheld) contain your name and details of your complaint against the councillor and any of your personal data that you or others have provided to the investigator that is necessary for the complaint to be considered. The draft report will be shared with you and the councillor against whom you made the complaint for your comments.

Once you and the councillor against whom you made the complaint have made any comments, a further draft is then produced which incorporates those comments. The draft report and a copy of all information received in the course of the investigation is then shared with the independent person for their comments.

Once the Independent Person has commented on the report a final copy of the report is produced. This will (unless your identity is withheld) contain your name and the details of your complaint against the councillor and any of your personal data that you or others have provided that is necessary for the complaint to be considered. This report will then be shared with the members of the hearings sub-committee and the officers assisting the sub-committee.

How will we use the information about you?

We will use this data to assist in investigating allegations of failure to comply with a relevant authority's code of conduct as per the Localism Act 2011.

Storing your personal information

Standards Complaints are stored securely within our electronic committee administration system and in locked filing cabinets with Democratic Services. These are destroyed at the end of each Council term in accordance with the Democratic Services retention schedule.

Submitting questions for Council

Personal information we collect about you

Your name, phone number, your address, your Email address and your question.

The lawful bases

We will process your data in line with the rights given to the Council within the Local Government Act 1972, Local Government (Access to Information) Act 1985, the Local Government Act 2000, The Localism Act 2011, Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the Openness of Local Government Bodies Regulations 2014, the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 and the Council's constitution.

Who will we share that data with?

We will publish the name of the questioner and the question in the publicly available agenda that will consider your question.

How will we use the information about you?

We use this information to record and allow you to ask questions to Full Council meetings.

Storing your personal information

Questions for Council are stored securely within our electronic committee administration system. Questions are published within Council agendas, your name and question will be included in the agenda. Council agendas are kept permanently as a matter of public record. Your contact details will be deleted after six months from the date your question was asked at the Council meeting.

Speaking at Council meetings

Personal information we collect about you

Your name, phone numbers, Email addresses and addresses and what you wish to speak about.

The lawful basis

We will process your data in line with the rights given to the Council within the Local Government Act 1972, Local Government (Access to Information) Act 1985, the Local Government Act 2000, The Localism Act 2011, Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the Openness of Local Government Bodies Regulations 2014, the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 and the Council's constitution.

Who will we share that data with?

Your name and point of view on an item under discussion could be shared with other members of the public who wish to speak and published in the publicly available agenda for the relevant meeting.

How will we use the information about you?

We use this information to record you as a speaker at a planning committee.

Storing your personal information

Requests to speak are stored securely within our electronic committee administration system and your name will be published within Council agendas. Council agendas are kept permanently as a matter of public record. Your contact details are not included in Council agendas and will be deleted directly after the meeting you speak at.

Participating in Virtual/Hybrid Meetings

Personal information we collect about you

Google Meet will record your name, image, your IP address. It will record and collect meeting activity (such as joining or leaving), including activity related to third-party integrations, together with the date, time, person engaged in the activity, and other participants in the meeting with the date, time, duration, and quality ratings that you provide. It will also route audio and video call content and screen sharing content between call participants.

The recording of the meeting will then put on the Council's Youtube Channel. Only your image, name and content of any contribution to the meeting will be included in the recording.

The lawful basis

We will process your data in line with the rights given to the Council within the Local Government Act 1972, Local Government (Access to Information) Act 1985, the Local Government Act 2000, The Localism Act 2011, Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the Openness of Local Government Bodies Regulations 2014, the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 and the Council's constitution.

Who will we share that data with?

Your name and point of view on an item under discussion could be shared with other members of the public who wish to speak and published in the publicly available agenda for the relevant meeting. The recording of the meeting will be put on the Council's publicly available Youtube Channel. Only your image, name and content of any contribution to the meeting will be included in the recording.

How will we use the information about you?

We use Google Meet conferencing technology for remote attendance at meetings by Councillors, where they are able to hear and where practicable see, and be similarly heard or seen by:

- (a) other Councillors, whether attending in person or in remote attendance; and
- (b) any members of the public who are attending remotely to exercise a right to speak at the meeting in accordance with constitutionally adopted procedures; and
- (c) any other members of the public and press attending the meeting remotely to observe.

Storing your personal information

Recordings of the meetings will be held permanently on the Council's youtube channel. Google meet will not store your details beyond the length of the meeting that you are participating in.

Do I have Other Rights?

The Data Protection Act 2018 in conjunction with the General Data Protection Regulation (GDPR) grants a number of other rights. These include the right to rectify errors in your records, the right to withdraw consent given to process your data, and the right to have your data erased when you have withdrawn consent.

You have the right to opt out of the open version of the register, at any time, and we must remove you from this version and tell the statutory recipients in the next update.

You have the right to be told if we have made a mistake whilst processing your data and we will self-report breaches to the Information Commissioner.

The Council's General Privacy Notice can be found at <https://www.thanet.gov.uk/privacy-statement/>

How do I Complain?

If you wish to complain about how we are processing your personal information please contact

The Data Protection Officer
Thanet District Council
Cecil Street,
Margate
CT9 1XZ
Email: dataprotection@thanet.gov.uk
Tel: 01843 577000

You also have the right to complain to the Information Commissioner's Office, at:
The Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire
SK9 5AF
Phone: 0303 123 1113 or 01625 545745
Website: www.ico.org.uk