



HILLINGDON

LONDON

DATA PROTECTION PRIVACY NOTICE FOR DEMOCRATIC SERVICES

Why we are providing this Notice to you

The Council, in its capacity of Data Controller, holds certain information about you ("personal data") which it needs to process for the purpose of providing Democratic Services. This Notice is designed to give you information about the personal data we hold about you, how we will use it, your rights in relation to it and the safeguards that are in place to protect it.

Further information is contained in the Council's Generic Data Protection Privacy Notice which can be found on its website at the following link: www.hillingdon.gov.uk/privacy

What personal data do we hold?

The types of data we hold and process will typically include:

- Names and addresses of person submitting questions to Council
- Part II reports to Cabinet, Committees and Panels etc. which may include personal information relating to an individual such as name, address, personal financial details etc.
- School admissions appeals/exclusion appeals/travel appeals - personal data relating to children and their parents such as names, addresses etc. This may also include sensitive personal data.
- Petitions submitted to the Council which may be heard by a Cabinet Member or at a meeting such as a Planning or Licensing sub-committee. Petitions typically will include the name, address and postcode of signatories and possibly email and phone number(s) for lead petitioner. We will also collect names, addresses and emails of people that subscribe, sign an e-petition or have requested alerts as part of our committee management system, to participate and be informed about the democratic process.
- Personal details, including sensitive personal data of persons submitting Stage 3 complaints to the Council for which Democratic Services will undertake investigations on behalf of the Chief Executive.
- The Council broadcasts and archives council meetings for general public viewing. We may, therefore, through the democratic process publish the names of members of the public participating in official council meetings. This includes those submitting petitions or speaking on behalf of a petition, planning applicants/agents, representatives of conservation areas, council questioners and interested parties under the Licensing and Gambling Acts.
- Personal data, which may include name, address and contact details for residents who wish to contact their ward councillor.
- Agendas, minutes and select committee review reports, where individual names of members of the public may be recorded where they have actively participated in the democratic process.

What is our purpose for processing your personal data?

- The names and addresses of persons submitting questions to Council are required to ensure the validity of the question to the Full Council.
- Information in Part II reports is required to ensure that all decisions taken by the Council are made on the basis of accurate, up to date and complete information
- Information concerning school admissions appeals/exclusion appeals travel appeals – is required to ensure that all decisions taken by the bodies hearing the appeals are made on the basis of accurate, up to date and complete information
- Information concerning the details of signatories to a petition are required to ensure a petition is a) valid and b) relevant i.e. that the persons signing a petition live in the Borough and are affected by its contents and possible outcome. This information will be required as part of our Petition Scheme and to ensure petitioners' engagement in the democratic process of the Council. This helps to ensure that all decisions taken by the bodies or person (e.g. Planning Committee or Cabinet Member) considering the petition are made on the basis of accurate, up to date and complete information.
- Personal details of persons submitting Stage 3 complaints are required for investigating and responding to the complaint.
- Information broadcast and video archives of council meetings provide wider democratic engagement and access to how the Council's decisions are made.
- Personal data from residents wishing to contact their ward councillor ensures that their queries and issues can be investigated further by elected officials.
- Agendas, minutes and select committee reports provide official accounts of the proceedings that take place showing the relevant people involved in any deliberations.

If we intend to process your personal data for a purpose other than that for which the personal data was collected, we shall provide you details of that other purpose before we start processing your data.

What is the legal basis for our use of your personal data?

One or more of the following bases can apply:

- We have obtained your freely given and specific consent and have informed you that you have the right to withdraw it at any time
- We need it to comply with a legal obligation
- We need it to perform a task in the public interest, which could include processing your personal data under the "public task" legal requirement in the Data Protection Act 2018, necessary for activities that support or promote democratic engagement.

What we do if your personal data is sensitive

We will only process your sensitive personal data with your consent, unless we can lawfully process it for another reason permitted by law. We will notify you if it is sensitive and as with non-sensitive personal data, you have the right to withdraw your consent to processing at any time by letting us know. Sensitive data is data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, genetic and biometric data, data concerning health or data concerning a natural persons sex life or sexual orientation.

For how long will we hold your personal data?

We will only keep your personal data for as long as we need to in order to fulfil the purposes for which it is collected and for so long afterwards as we consider it may be required to deal with any questions or complaints about the service which we provide to you, unless we elect to retain your data for a longer period in order to comply with our legal and regulatory obligations.

Organisations that we may share your personal data with

The circumstances in which the Council may do this are set out in the Council's Generic Data Protection Privacy Notice.

Your rights

You have a right to access and obtain a copy of the personal data that we hold about you and to ask us to correct your personal data if there are any errors or it is out of date. In some circumstances, you may also have a right to ask us to restrict processing of your data until any errors are corrected, to object to processing or to transfer or [in very limited circumstances] erase your personal data. You can obtain further information about these rights from the Information Commissioner's Office at: www.ico.org.uk or via their telephone helpline 0303 123 1113.

If you wish to exercise any of these rights, please contact democratic@hillingsdon.gov.uk. You also have the right to lodge a complaint in relation to this Privacy Notice or our processing activities with the Information Commissioner's Office, which you can do through the website above or their telephone helpline.

We may from time to time ask for further information from you. If you do not provide such information, or ask that the personal data we already hold is deleted or restricted, this may affect the service that we provide to you.

Updates

We may update this notice periodically. Where we do this, we will inform you of the changes and the date on which the changes take effect.

Contacting us

Please contact: democratic@hillingsdon.gov.uk for further information
Or write to the Head of Democratic Services
Civic Centre, Phase II High Street, Uxbridge, UB8 1UW

Statutory Data Protection Officer

You may also contact our Data Protection Officer for further information:

Data Protection Officer
Legal Services, Civic Centre, High Street, Uxbridge, UB8 1UW

Email: DPO@hillingsdon.gov.uk