



## Privacy Notice - Democratic and Member Services

To see the Council's General Privacy Notice please click here (<http://chorley.gov.uk/Pages/Privacy-Policy.aspx>) This sets out further details about how we define personal data, other data controllers the Council works with, and full details regarding your rights with respect to your personal data.

### Personal data

The amount and type of personal data Democratic and Member 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.

### Purpose

#### Records of decisions and meetings

We publish a record of decisions and meetings, as well as any background information and reports that inform discussion.

In order to provide this service, we'll need to process some or all of the following categories of personal data about members of the public, co-optees and elected Members:

- Name
- Contact details
- Councillor information

The majority of Council meetings are transacted in public. Agendas and reports for all Council and committee meetings are made available to the public 5 days in advance of meetings, in accordance with statutory requirements.

#### 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 some of the personal data of the people who have signed it.

We provide a platform for people to create petitions on our website.

In order to provide this service, we'll need to process some or all of the following categories of personal data:

- Name
- Contact details

## **Sharing personal data**

Under data protection legislation, we have a statutory duty to provide and make publicly available records of Council meetings and decisions taken. 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. We're permitted to use your information regarding petitions because it is a task carried out in the public interest.

## **How long do we keep your personal data?**

We may have legal obligations to retain some data in connection with our statutory obligations as a public authority; for example minutes and details of decisions are kept permanently. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed. The types of data and the approximate retention periods are included in our Retention Schedule.

## **Further processing of personal data**

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **Your rights relating to personal data**

When we collect your personal data we'll tell you how we are going to use it. Where we process your personal data, you have a number of rights under data protection law. These include:

- The right to access personal data we hold on you
- The right to correct and update the personal data we hold on you
- The right to have personal data erased
- The right to object to processing of your personal data or to restrict it to certain purposes only
- The right to data portability
- The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained
- The right to lodge a complaint with the Information Commissioner's Office

## **Contact Details**

Please contact us if you have any questions about this privacy notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at: The Data Controller, Head of Legal, Democratic and HR Services, Chorley Borough Council, Town Hall, Market Street, Chorley, PR7 1DP Email: [contact@chorley.gov.uk](mailto:contact@chorley.gov.uk) Telephone: 01257 515151