

Privacy Notice – Public Speakers and Questions

Our Commitment to Your Privacy

As part of our commitment to protecting your information, we have updated our Privacy Notice to explain how we collect, store and handle your personal data.

We have always been careful to protect your information, but this is part of our ongoing commitment to be transparent about how we use your information and keep it safe. This will also give you more clarity over how your information is being managed.

Through our revised privacy notice, we have addressed the new standards introduced by the European data protection law, known as the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Who we are

North Kesteven District Council is registered with the Information Commissioner's Office (ICO) as a 'data controller' under Z5680267. This means we will process and hold your personal data to register your interest in speaking at a public meeting or submitting a question.

What information do we collect

We collect personal contact details, for example, your name, postal address, email address and telephone number.

Why we collect your data

We collect your personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller, as specified in the following legislation:

- The Local Authority (Executive Arrangements) (Meetings and Access to Information (England)) Regulations 2012
- The Local Government (Access to Information) Act 1985
- The Local Government Act 2000
- The Localism Act 2011.

How we collect your data

We collect your personal information when registering to speak or submit a question primarily via email and telephone.

How do we use the information you have provided

All information provided is used by North Kesteven District Council in relation to public meetings. This includes:

- Publishing your name in the minutes of the meeting at which you either spoke or asked a question.
- In relation to Planning Committee meetings your contact details are used for the purposes (but only with your permission) of putting you in touch with other members of the public speaking on the same application as yourself.
- In relation to Planning Committee meetings your email address and telephone number will be used to forward any relevant information concerning the item you wish to speak on.
- For all Committees that are conducted as remote meetings your email address / Microsoft Teams username will be displayed on our live recordings of the meeting which are published on the Council's website.
- Meetings are video recorded and this video is published on our Council website. Therefore your participation will be part of that video, including audio and picture.
- Responding to enquiries and other matters.

When we'll share your data

Sometimes we have a legal duty to provide personal information to other organisations or if there is a good reason that is more important than protecting your privacy. This does not happen often, but we may share your information with other Council Departments and the Police Authority for the prevention and detection of crime, for example.

When contacting Democratic Services for the purpose of public speaking or asking a question, your information will be shared with other Council staff to the extent required to provide you with the service you have requested. Your information will be shared with any member of the public that you have agreed to share your contact details with. If your name is included in the minutes of a particular meeting that would be shown on the Council's website.

However, we do not sell your personal information to anyone outside of North Kesteven District Council and will never share your information for marketing purposes.

Rarely do we transfer personal information to other countries outside the EEA, but for those circumstances in which we do, suitable security arrangements would be in place.

Know your rights

You have many rights regarding your personal data, which include seeing what personal information we hold about you. In addition, you can ask us to correct inaccuracies and restrict the personal information we hold. Where possible we will

seek to comply with your request, but we may be required to continue to hold and process information to comply with a legal requirement.

If you want to contact us with regards to your rights, please contact dataprotection@n-kesteven.gov.uk

How do we protect your information

We comply with all laws concerning the protection of personal information and have security measures in place to reduce the risk of theft, loss, destruction, misuse or inappropriate disclosure of personal information.

Your data is stored securely on our systems and accessed only by authorised Officers of North Kesteven District Council by using their own Username and Password, all created in-line with pre-defined user credentials. Personal data is also held in electronic files on the Councils network drives. These are only accessible through personal logon credentials and access privileges to specific drives.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our sites, therefore any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access, and any exchanges of information carried out once we are in receipt of your data will be done so securely.

Data may be stored in paper form and is always secured in lockable cabinets when not in use. Access to Council sites is also secure requiring a person electronic pass (lanyard) to access staff only areas.

How long do we keep your information

We will keep your information until the minutes of the meeting are approved as a true and correct record (usually at the next meeting), after which it will be securely deleted. However, your name will be recorded in the minutes of the meeting and retained permanently. In addition, any audio / video recording of the meeting will be retained permanently.

Where can I get advice and/or make a complaint

If you have any concerns or questions, or would like to make a complaint, regarding data protection matters, please contact our Data Protection Officer at dataprotection@n-kesteven.gov.uk or by calling 01529 414155.

For independent advice and/or to make a complaint about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF.

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Alternatively, visit ico.org.uk or email icocasework@ico.org.uk