

## **Privacy Notice – Petitions**

### **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 privacy notice, we have addressed standards introduced by 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 collect and hold personal information relating to the Council's Petitions Scheme when it is shared with us by a Petition Organiser when they submit their petition to us or when you sign a petition.

### **What information do we collect**

We collect the following personal information about you when you provide it to us:

- Name, contact information (telephone number and / or email address) and postal address (Petition Organiser).
- Name, signature and postal address / email address (petition signatories).

You will be informed of any other data we collect, that is not listed above, orally or by email at the time of collection of the data.

Under the GDPR, the lawful bases we rely on for processing your personal information are:

- UK GDPR Article 6(1)(c) - necessary for compliance with legal obligation to which we are subject (pursuant to the Local Democracy, Economic Development and Construction Act 2009)
- GDPR Article 6(1)(e) – Performance of a task in the public interest (the data is required to facilitate the management of petitions, in line with North Kesteven District Council's Petitions Scheme. Local authorities maintain appropriate schemes to support public engagement in Council business and participation in decision-making).

The legislation we rely on when using your personal information to meet our legal obligations or public tasks includes, but is not limited, to:

- Local Government Act 1972
- Local Government Act 2000

- Localism Act 2011
- Local Government and Housing Act 1989
- Local Government and Public Involvement in Health Act 2007
- Local Democracy, Economic Development and Construction Act 2009
- The Local Authorities (Referendums) (Petitions) (England) Regulations 2011
- The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012
- The Openness of Local Government Bodies Regulations 2014.

Your personal information may be converted ('anonymised') into statistical or aggregated data in such a way that ensures that you cannot be identified from it. Aggregated data cannot, by definition, be linked back to you as an individual and may be used to conduct research and analysis, including the preparation of statistics for use in our reports, but not in a form which identifies anyone.

### **Why we collect your data**

We use collect your data to administer the petitions scheme to:

- Keep in contact with the petition organiser to make appropriate arrangements to host and respond to the petition
- Check that responses meet the criteria of the petition scheme
- Provide the petition to the relevant Council Committee for debate
- Ensure people only sign a petition once

### **How we collect your data**

We collect your data via online web forms, hard copy documents and e-mail, but can also be by telephone or through face-to-face discussion. This information will be collected from either you directly, or from a representative acting on your behalf, for example, the petition organiser.

If you do not provide your contact details, we will be unable to provide you with a response. If a petition is received with no contact details, then the Council may decide not to do anything further with it.

### **When we'll share your data**

We may share your data with:

- Other internal council departments for the purpose of responding to the petition
- Councillors involved in the subject of the petition
- In agenda paperwork if considered at a Council meeting
- Third party organisations where the subject of the petition relates to their activities in order to respond to your petition.

Details of the petition will be published online, including the name of the petition organiser. The contact details of the petition organiser will not be published on our website.

When sharing your information with third partner organisations, we will ensure this is done in a secure manner, and the information shared is proportionate in order for them to respond to your petition.

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.

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

In respect of petitioners participating in the Council's democratic process, this may include publishing details about the petition's objectives in a public report and inviting the lead petitioner (or their representative) to attend and speak at a public meeting to put forward their views, which may include their name and postal address. We may also publicly broadcast such meetings online, which may include personal statements made by those speaking.

However, other than the lead petitioner's name, details of the signatories to a petition will not be published by the Council or made available to third parties. The name of the lead petitioner will appear in reports published on the Council's website.

Petitions relating to planning applications are handled by a separate process and are published to our Planning Portal.

### **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, object, delete and restrict the personal information we hold.

If you want to contact us with regards to your rights, please contact [dataprotection@n-kesteven.gov.uk](mailto: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 information.

### **How long do we keep your information**

Signatory names and personal information are retained for a period of six years from the close of the petition and are held internally by Democratic Services as a record. The name of the lead petitioner is retained indefinitely as an historical record. If included in the agenda for a Council meeting, this data will form part of the public record held in perpetuity.

### **Updates to this privacy notice**

We may update this privacy notice from time to time in response to changing legal, technical or business developments. When we update our privacy notice, we will take appropriate measures to inform you, consistent with the significance of the changes we make.

### **Where can I get advice**

If you have any concerns or questions regarding data protection matters, please contact our Data Protection Officer at [dataprotection@n-kesteven.gov.uk](mailto:dataprotection@n-kesteven.gov.uk) or by calling 01529 414155.

For independent advice 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](https://ico.org.uk) or email [casework@ico.org.uk](mailto:casework@ico.org.uk)