



Listening Learning Leading



DEMOCRATIC SERVICES – PRIVACY NOTICE

The reasons why we process your data:

- Declarations of interest
- Registering interest to speak at a public meeting and the publication of public speakers
- Council and committee meetings
- Licensing panels
- Correspondence to Councillors
- Emergency contact details for Councillors

How we collect your data:

- Email
- Online
- Telephone
- In person
- By post
- Referred by a Councillor

The lawful basis for processing your data:

- The provisions of the Local Government Act 1972 and Local Government Access to Information Act 1985 require us to make our meetings and papers open to the public. The councils publish agendas and minutes for all Council meetings, as well as any background information that informs discussion, which could include personal information.
- Public Task: the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

The type of personal data we process:

- Name
- Address
- Email Address
- Telephone number
- Signature
- Membership of other bodies
- Gifts and hospitality
- Employment

Special (Sensitive) category data:

- Political party
- Race
- Religion and beliefs
- Health and disability

Lawful Basis for Processing Special Categories of Personal Data:

Substantial public interest

Processing of personal data relating to criminal convictions and offences:

Criminal offence data will be processed under additional conditions within schedule 1, Part 3 of The Data Protection Act 2018, Paragraph 36 - extension of substantial public interest.

Criminal convictions and alleged offences

Sharing your data:

- Councillors
- Council staff
- The public (through the Council website)
- Local Government Ombudsman
- Minutes and recordings of meetings are publicly available

Automated decision making:

Not Applicable

How long we keep your data:

- 4 years after the member leaves office
- Minutes are held indefinitely. They are held by the Council until they are sent to the Oxfordshire History Centre for archiving.
- Audio and visual recordings are held for three years, including on our Committee Meetings YouTube channel