

# Privacy Notice for Democratic Services

## Service description

Democratic Services comprises a range of functions including:

- Providing support to elected members of the council
- Providing an efficient and effective secretariat to all committees, sub-committees and advisory groups of the Council and the Executive – including publishing agendas, clerking meetings and producing the official minutes of the meeting
- Provide administrative support for the East Kent Joint Independent Remuneration Panel
- Administering the Members' Allowance Scheme
- Co-ordinating training and development for elected members
- Providing secretarial and administrative support to the Leader of the Council
- Providing secretarial and administrative support to the Chairman of the Council
- Organising and delivering civic events such as Merchant Navy Day, Armed Forces Day and Commonwealth Day

## Processing activity

In order to provide our service, it is necessary for us to collect and hold personal information about you. The information collected and held will vary and depend on the nature of the service. We will process personal information for one or more of the following purposes:

- To perform our statutory functions
- To deliver services to the public and elected members
- To manage the services we provide
- To confirm your identity
- To investigate any complaints you have about our services

## Information requirements

This information may include:

- Name
- Address
- Email address
- Telephone number
- Signature (particularly in the case of paper petitions received by the council)
- Information required as part of an elected members Disclosable Pecuniary Interest form relating to the member and their spouse, civil partner, or somebody with whom you are living as a husband or wife or as if you are civil partners (e.g. financial information such as employment, sponsorship, contracts with a local authority, land in which the member has a beneficial interest, licences to occupy land, corporate tenancies and securities)
- Images
- Vehicle registration and details (in relation to the Local Government (Miscellaneous Provisions) Act 1976 – application for a hackney carriage and private hire driver's licence)
- Details of convictions - (e.g. in relation to the Local Government (Miscellaneous Provisions) Act 1976 for the purposes of determining if an applicant for a hackney carriage and private hire driver's licence or a licenced driver is a fit and proper person; in relation to the Licensing Act 2003; or in relation to the Gambling Act 2005)
- Special category information (e.g. health, race)

## Lawful bases

Our **lawful bases** for processing your personal information are:

- Consent
- The processing is necessary for the performance of a task carried out by us in the public interest or in the exercise of authority vested in us
- The processing is necessary in order to protect your vital interests or those of another individual
- The processing is necessary for compliance with a legal obligation to which we are subject

**Reasons for processing** - some of the information that is collected and shared is classified as:

- Special category personal data;
- Criminal convictions and offences (including alleged offences).

This is processed for reasons of substantial public interest under the laws that apply to us (see above) where this helps to meet our broader social obligations such as where it is necessary for us to fulfil our legal obligations and regulatory requirements. We have a [Data Protection Policy](#) that sets out how this information will be handled.

## Data Processors

We will generally only allow your personal information to be used by those Council staff or elected members who need it to perform their functions.

## Data sharing

We will generally only share personal data with Dover District Council staff or elected members who need it to perform their functions.

We may rely on a number of exemptions, which allow us to share information without needing to identify a lawful basis for the sharing and without needing to provide you with information about the sharing. Please refer to the Kent & Medway Information Sharing Agreement for further details.

## Retention

We keep your personal information for the minimum period necessary. The information outlined in this Privacy Notice will be kept in accordance with our retention schedule unless exceptional circumstances require longer retention e.g. a pending court case. All information will be held securely and disposed of confidentially.

Please refer to our Corporate Privacy Notice at [www.dover.gov.uk/privacy](http://www.dover.gov.uk/privacy) for further details of how we process your personal information and your rights.