

Democratic Services Privacy Notice:

Petitions

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

Last Updated: September 2018

Who are we?

Kent County Council collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulation which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws. Our Data Protection Officer is Benjamin Watts.

The personal information we collect and use

Information collected by us

In the course of hosting or dealing with petitions, we collect the following personal information when you provide it to us:

- Name, contact information and address. (Lead Petitioner)
- Name and address / email address (petition signatories)

How we use your personal information

We use your personal information to:

- Keep in contact with the lead petitioner to make appropriate arrangements to host or respond to the petition.
- Check that responses meet the criteria of the petition scheme (requiring name, address and signature / email address)

How long your personal data will be kept

We will hold your personal information until:

- 4 years after the petition has been responded to prior to it being securely destroyed

Reasons we can collect and use your personal information

The processing is necessary for the performance of a task in the public interest.

Therefore Public Task is the lawful basis for collecting and using your personal data

– the data is required to facilitate the management of petitions, in line with KCC’s Petition Scheme, agreed by County Council in 2012. Local Authorities maintain appropriate schemes to support public engagement in Council business and participation in decision making.

Who we share your personal information with

We routinely share:

- (Lead Petitioner only) Your name and contact information with the relevant KCC service and Cabinet Member to allow for a response to be communicated to you.
- Names of signatories to KCC hosted petitions are published online [as detailed on the Petition webpages](#). No other information about signatories is made public or shared.
- Consent will be sought to share your details with another agency if they are the appropriate body to handle your petition.

We will share personal information with law enforcement or other authorities if required by applicable law.

Your Rights

Under the GDPR you have rights which you can exercise free of charge that allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you (subject access request)
- Ask us to correct any mistakes in the information we hold about you
- Object to direct marketing
- Make a complaint to the Information Commissioners Office

Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or to another organisation
- Object to decisions being made that significantly affect you
- Object to how we are using your information
- Stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note: your request may delay or prevent us delivering a service to you.

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals' rights under the General Data Protection Regulation.

If you would like to exercise a right, please contact the Information Resilience and Transparency Team at data.protection@kent.gov.uk.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Who to Contact

Please contact the Information Resilience and Transparency Team at data.protection@kent.gov.uk to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.

You can contact our Data Protection Officer, Benjamin Watts, at dpo@kent.gov.uk or by writing to the Data Protection Officer, Sessions House, Maidstone Kent ME14 1XQ

The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns> or telephone 03031 231113.

For further information visit <https://www.kent.gov.uk/about-the-council/about-the-website/privacy-statement>