Democratic Services Privacy Notice:

Public and External Involvement in Committees

Last Updated: October 2020

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.

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 recording and managing formal involvement of external parties in Committee meetings (subject to the Local Government Act 1972), we may record;

- Name, contact information, address
- Car registration (if required for parking)
- Accessibility requirements (if required – this may include health information which falls under Special Category Data)

NOTE – this Notice is aimed at those attending meetings in an organised or formal capacity. General public attendance to observe meetings does not require the provision of this information – members of the public attending meetings may be asked to sign in at reception but this information will be used in accordance with general building access and safety arrangements covered the relevant Infrastructure Privacy Notices.

How we use your personal information

We use your personal information to:

- Allow for communication with you as a guest of KCC.
- Make appropriate arrangements to facilitate your participation in the meeting (food and seating)

- Maintain accurate minutes of formal meetings, including recording and publishing the names of those attending and speaking at these meetings.

How long your personal data will be kept

We will hold your personal information:

- Name and job role / capacity in which you attended the meeting will be recorded indefinitely within the minutes of the meeting.
- Contact information will be held until after the next meeting of the relevant committee to allow for communication regarding minute accuracy.
- Where you are a regular guest of a committee, your details (including any health information provided to manage accessibility or dietary requirements) will be held until the meeting ceases to exist (pending operational review every two years and subject to changes in your attendance arrangements).

Reasons we can collect and use your personal information

The processing of this data is necessary for the performance of a task in the public interest, in terms of ensuring the effective running of KCC Committee meetings as required by the Local Government Act 1972 and other relevant regulations, particularly those relating to access to information (ensuring transparency of local government activity). The data is required for the arrangement and recording of attendance of those participating in KCC Committee meetings.

For managing any health information for dietary or accessibility purposes (special category data), we rely on your explicit consent for the information to be used in this way. You do not need to provide this information but it may prevent us from meeting any relevant needs you have.

Who we share your personal information with

- Your name and job role may be published as part of the agenda pack and will be recorded within the public minutes of the meeting (both published online). (Minutes will be available for public inspection for 6 years after the date of the meeting and held indefinitely.)

- Your name and other details may be shared with KCC facilities teams and other Officers involved in the items under discussion.

However, 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 write to the Data Protection Officer, Sessions House, County Hall, 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