

Privacy Notice for Democratic Services

Service description

Canterbury City Council supports the democratic processes of the council through it's Democratic Services team.

Processing activity

The purposes for which your data will be used:

- Providing support to elected members of the council
- Providing support to all committees, sub-committees and groups of the Council – including publishing agendas, clerking meetings and producing the official minutes of the meeting
- Your participation at meetings
- Providing support to the Members' Allowance Scheme
- Providing support to the Area Member Panels
- Co-ordinating training and development for elected members
- Processing petitions

Information requirements

This information may include:

- Name
- Contact details
- Details of councillors financial / non-financial business interests, company directorships and trusteeships of immediate family
- Signatures in the case of petitions
- DVLA information and Disclosure and Barring Services Enhanced Disclosure Certificate information
- Recordings of meetings (including minutes, audio records, video recordings)

Lawful bases

Our lawful bases for processing your personal information are:

- Legal Obligation
- Public Task

Your rights

Your rights depend on the lawful basis we are relying on. More information is [available here](#).

Data Processors

N/A

Data sharing

We will generally only share personal data with Canterbury City 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 Agreement for further details on our sharing arrangements.

We will publish information allowed by law.

Retention

We keep your personal information for the minimum period necessary. The information outlined in this Privacy Notice will be kept for in accordance with our Retention Policy. All information will be held securely and disposed of confidentially.

Please refer to our Corporate Privacy Notice at www.canterbury.gov.uk/privacy for further details of how we process your personal information and your rights.