

# Privacy Notice

## Public speaking & questions at Council Meetings and Petitions

To view the Council's main privacy notice please go to: <https://www.e-lindsey.gov.uk/privacy>

We collect personal contact details, for example, your name, postal address, email address and telephone number for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller, as specified in the following legislation:

- Local Government Act 1972
- The Local Government (Access to Information) Act 1985
- The Local Government Act 2000
- Local Democracy, Economic Development and Construction Act 2009
- The Localism Act 2011.
- The Local Authority (Executive Arrangements) (Meetings and Access to Information (England)) Regulations 2012
- Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

We collect your personal information when registering to speak, participate or submit a question at a public meeting primarily via email and telephone. We also collect your personal information to validate petitions received by the Council.

All information provided is used by East Lindsey District Council in relation to public meetings and duties. This includes:

- Publishing your name in the minutes of the meeting at which you either spoke or asked a question.
- In relation to Planning Committee meetings your contact details are used for the purposes (but only with your permission) of putting you in touch with other members of the public speaking on the same application as yourself.
- In relation to Committee meetings your email address and telephone number will be used to forward any relevant information concerning the item you wish to speak on.
- For all Committees that are conducted as remote meetings your username will be displayed on our live recordings of the meeting which are published on the Council's YouTube Channel.
- Meetings are video recorded and this video is published on our Council YouTube Channel. Therefore your participation will be part of that video, including audio and picture.
- Using your personal information to validate petitions received by reviewing names and addresses on the petition. Details of petitions received will be published on the Council's website but personal contact information will not be published. If you sign an e-petition on the Council's website people visiting the

e-petition will be able to see your name in the list of those who have signed the petition.

- Responding to enquiries and other matters.

Sometimes we have a legal duty to provide personal information to other organisations or if there is a good reason that is more important than protecting your privacy. This does not happen often, but we may share your information with other Council Departments and the Police Authority for the prevention and detection of crime, for example.

When contacting Democratic Services for the purpose of public speaking or asking a question, your information will be shared with other Council staff to the extent required to provide you with the service you have requested. Your information will be shared with any member of the public that you have agreed to share your contact details with. If your name is included in the minutes of a particular meeting that would be shown on the Council's website.

For details of your data protection rights or to make an enquiry or complaint about your data please see our main privacy page (link above) or contact our data protection officer at [data.protection@e-lindsey.gov.uk](mailto:data.protection@e-lindsey.gov.uk)

We will keep your information until the minutes of the meeting are approved as a true and correct record (usually at the next meeting), after which it will be securely deleted. However, your name will be recorded in the minutes of the meeting and retained permanently. In addition, any audio / video recording of the meeting will be retained permanently. For petitions we retain your personal information submitted to us for a 12 month period from when we validate the petition.

For independent advice about data protection, privacy and data sharing issues, or to make a complaint you can contact the Information Commissioner's Office (ICO) at: Information Commissioner's Office Wycliffe House, Water Lane, Wilmslow Cheshire SK9 5AF.

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number. Alternatively, visit [ico.org.uk](http://ico.org.uk) or email [casework@ico.org.uk](mailto:casework@ico.org.uk).