



DEMOCRATIC SERVICES

What services are covered by this privacy notice?

- Committee Services
- Member Support
- Civics
- Corporate Complaints
- Code of Conduct Complaints

What personal information do we hold?

The service above may use some or all of the personal information below:

- Name
- address
- contact details

How do we use your personal information?

We use your information to when is it necessary to meet our democratic service responsibilities which is a task carried out in the public interest, for example;

- Registering a question or to speak at a public committee
- Logging and co-ordinating complaints
- Logging and co-ordinating public enquiries made through councillors
- Co-ordinating arrangements for civic events

Who else might we share your personal information with?

Sometimes we may need to share your information, but we will only do so where it is necessary or required by law. We will only share the minimum information for each circumstance. We may sometimes need to share some of your personal information with:

- Councillors, where you are being assisted with a query
- Other Council departments relevant to the query
- Independent Persons, where you are being assisted with a Code of Conduct complaint

Who is the Data Controller for this processing?

Castle Point Borough Council is the Data Controller for this processing.

Personal Data							
Special Category Information							
Service	Legal Obligation	Public tasks	contract	Consent	Substantial Public Interest	Legal Claims	Explicit Consent
Committee Services	✓	✓		✓	✓		✓
Member Support	✓	✓		✓	✓		✓
Civics		✓		✓	✓		✓
Complaints	✓	✓		✓		✓	✓
Code of Conduct Complaints		✓		✓		✓	✓

Where we are relying on your consent to use your personal information you have the right to withdraw this consent at any time by contacting Democraticservices@castlepoint.gov.uk and DPO@castlepoint.gov.uk or call 01268 882200 and ask for Democratic Services advising which service you are using.

How long will we keep your personal information?

We will only use your personal information whilst delivering the service to you and to deal with any questions or complaints that we may receive about this unless the law requires us to keep it for a longer period.

Will my personal data be held or used outside of the United Kingdom?

No personal information is routinely sent or held outside the UK. Should the transfer of personal information outside of the UK become necessary, it will only take place if permitted by law, and then only where there are appropriate safeguards in place to protect the data.

Your rights

Please see our main notice for an explanation of which rights apply. This will be determined by the legal basis we are relying on to use your personal information.

If you wish to exercise any of these rights, please contact Democraticservices@castlepoint.gov.uk

You can obtain further information about these rights from the Information Commissioner's Office at: www.ico.org.uk or via their telephone helpline (0303 123 1113).

You also have the right to lodge a complaint in relation to this summary notice, the full Privacy Notice, or our processing activities with the Information Commissioner's Office, which you can do through the website above or their telephone helpline.

Contacting us

You can contact our Data Protection Officer by email at DPO@castlepoint.gov.uk and by calling 01268 882200.