

Community Governance Review Privacy Notice

Why we collect information about you

We use your data to:-

- Receive, record and consider your representations / comments / proposals submitted to the Council during the consultation stages of a Community Governance Review, on any aspect of the matters included within a Review.
- Contact you to seek your representations/comments/proposals during the consultation stages of a Community Governance Review.
- Contact you to seek further information or clarification on any representations made by you relating to the Review.
- Contact you to provide updates on the Review, and the final outcome.

What information do we collect about you?

The information we collect about you may include your name, postal address, telephone number, email address, organisation, position/role where appropriate.

Our legal basis for processing

Local Government and Public Involvement in Health Act 2007.

General Data Protection Regulation Article 6(1)(e) - processing is necessary for the performance of a task carried out in the public interest.

Who do we share the information with?

- Elected Councillors during the review process.
- Council staff supporting the work of the review.
- Other Council departments.
- Other interested parties - we will only share your information with other interested parties with your consent.
- Auditors, as all data captured may be subject to audit review.
- Anonymised representations / comments / proposals may be shared in Council reports during the review process; personal data will be extracted ahead of any such information sharing or publication.

Generally we will not use your information for any other purpose or give it to anyone unless we are required to do so by law.

How long do we keep your information?

We will keep your information for as long as it is required for the duration of the Community Governance Review (which, due to post-review work, may be up to 12 months after the Review decision is made. Once your information is no longer required, it will be destroyed securely and confidentially.

Who do we collect information from?

Any person/body/organisation who submits representations / comments / proposals on a Community Governance Review.

What are the consequences if we do not collect the data?

The Council would be unable to communicate, e.g. to seek further information, regarding any representations / comments / proposals made on a Community Governance Review; and, more generally, carry out a robust review.

Are any decisions about you made by automatic means?

No decisions are made about you by automatic means.

Your rights as a data subject

By law, you have a number of rights as a data subject, and this does not take away or reduce these rights.

These rights are:

- Request **access to your personal information** (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request **correction of the personal information** that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request **erasure of your personal information**. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- Request the **restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the **transfer of your personal information** to another party.

All information is processed in accordance with Tewkesbury Borough Council’s data protection policy.

If you wish to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the council's Data Protection Officer in writing at dpo@tewkesbury.gov.uk, or via post to:

Tewkesbury Borough Council
Public Services Centre
Gloucester Road
Tewkesbury
GL20 5TT

If you are unhappy or wish to complain about how your personal data is used, you should contact Tewkesbury Borough Council's Data Protection Officer in the first instance via email at dpo@tewkesbury.gov.uk.

If you are still not satisfied, you can complain to the Information Commissioners Office. Their website address is www.ico.org.uk and their postal address is:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Security

We use appropriate technical, organisational and administrative security measures to protect any information we hold in our records from loss, misuse, and unauthorised access, disclosure, alteration and destruction. We have written procedures and policies which are regularly audited, and the audits are reviewed at senior level.

(END)