

## Privacy Notice Scrutiny Suggestion Form

### Who we are:

Democratic Services  
Town Hall  
St Ives Road  
Maidenhead  
SL6 1RF

### Lawful basis for processing information:

Local Government Act 1972, Local Government Act 2000, Localism Act 2011, Local Government and Housing Act 1989, Local Government and Public Involvement in Health Act 2007, Local Democracy, Economic Development and Construction Act 2009, The Openness of Local Government Bodies Regulations 2014, The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

General Data Protection Regulation Article 6(1)(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

### How do we collect information:

Personal data is supplied by members of the public to register a topic of consideration by the relevant overview and scrutiny panels.

### Categories of information collected:

This might include representative's name, address, contact details.

### How we use the information provided:

The information is used to manage work programmes and items for discussion at council meetings. Your contact details will be used to communicate with you as to when or if this item has been added to the work programme for the relevant overview and scrutiny panel to consider. Your details may be forwarded onto the relevant

department if it fulfils the criteria of a complaint. We will use your contact details to confirm that your item has been acknowledged and we will then confirm its addition to the work programme for scrutiny consideration.

### **Who has access to the information about you**

The information is held by Democratic Services.

### **Who we may share your information with:**

Suggested topics and details of the requester (including name) are shared with the Chairman of the Panel and relevant officers prior to the meeting, announced at the meeting and recorded in the meeting minutes.

With agreement of the individual, their contact details can be shared with others registering to speak to agree how speaking times will be shared. Agenda paperwork is held on the council's agenda management system, externally hosted by Modern Mindset Ltd

### **How long we store your information:**

Until the minutes of the meeting are approved as a true and correct record (usually at the next meeting).

**Does your service utilise automate decision making? – No**