

## **Privacy Notice – Public Questions at Full Council**

### **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
- Coronavirus Act 2020

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 we collect information –**

Personal data is supplied directly to Democratic Services by members of the public wishing to register to speak at council meetings.

### **What information is collected –**

This includes a representative's name, address and contact details.

### **How we use the information provided –**

The information is used to manage public speaking at council meetings, including extraordinary meetings.

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

The information is held by Democratic Services.

**Who we may share your information with –**

The public questioner's name and ward are listed in the published agenda, announced at the meeting and recorded in the meeting minutes. Agenda paperwork is held on the council's agenda management system, externally hosted by Modern Mindset Ltd.

Participants in a virtual meeting will be either filmed or audio recorded dependent on how they choose to access the meeting. The recording is stored on the council's YouTube webpage.

**How long we store your information–**

Speakers' personal details collected by Democratic Services are stored until the minutes of the meeting at which the individual spoke are approved as a true and correct record. This usually happens at the next meeting. Speakers' names and ward details are retained as a permanent record in the minutes of the meeting and agenda paperwork.

The video recording of the meeting is stored on the council's YouTube page permanently as a historical record.

**Does your service utilise automated decision making? - No**