

**Privacy Notice
Durham County Council
Legal & Democratic Services
Committee Services**

1. Who we are and what we do

Durham County Council
Legal & Democratic Services
Committee Services Team

This team are the secretariat for all Council, Cabinet and all the formal committee meetings of the Council. This includes servicing many other meetings including those of the appeals and complaints panel for staff grievances/ disciplinary and dismissal, the Police and Crime Panel, Board meetings of Council companies and the Health and Well-being Board. Runs the officer scheme of delegation together with the recording of decisions, and deals with the appointment of co-opted members to its committees and lay persons to school admission panels.

The Team also handle the holding of school admission appeals, and appeals to the Independent Review Panel (school exclusion appeals), and process complaints about elected members in County Durham. This includes complaints about the Council made to the Local Government and Social Care Ombudsman.

The Team runs the Council's petition scheme, processing of community governance reviews, receipt of tender documents, dealing with queries, applications and searches in connection with the common land/ village green registration, applications for small bus permits, and financial assistance applications.

The team collect and hold data relating to its elected members in relation to registration of interests/ and gifts hospitality, and other governance forms. The team hold the register of interests for town and parish councils.

For the purposes of Data Protection, Durham County Council is the Data Controller.

2. What type of personal information do we collect and how do we collect it?

The information we collect is:-

- Name, address, contact details (e-mail address & telephone number)
- Evidence to support your application/appeal/petition/complaint/appointment
- Bank details (for financial assistance applications & panel members)
- D.o.b. & current school attending (for school appeals and financial assistance applications)
- D.o.b. & nationality (for companies/trusts)
- Copies of marriage/birth certificates, employment records & qualification certificates (for guild applications).

In addition to the above, we collect the following information about Councillors:-

- Register of Interest Forms including gifts & hospitality
- Emergency contact details
- Related Party Transaction Forms.

We may hold some information about you in relation to our decision making processes e.g. licensing applications/appointments/appeals.

We collect information about you in the following ways:

- Communication with yourself (either by telephone, in person, or in writing)
- Through our website
- Application forms
- From a third party

3 What is our power to obtain and use the personal data?

We collect and use your personal information so that we can perform a task in the public interest or for our official functions.

Special Category Data

Where we collect special category data such as:-

- a) Trade union membership
- b) Health Data

We will rely on one of the following further safeguards when processing your data:-

Explicit consent You or your representative gave us explicit consent.

Comply with a law We need this for Employment Law.

Public Domain: you have made your information publicly available

4 What is your personal information used for?

We collect and process information about you for the following purposes:

- To respond to requests for advice
- To ensure the Council complies with its statutory duties
- To hold appeals as appropriate
- To process applications received.
- Record tender documents
- Process community governance reviews
- Process petitions received
- Process complaints received

5 Will your personal information be shared?

We may share your personal information, as appropriate, with organisations including:

- Local Government and Social Care Ombudsman
- Schools/ Diocese
- Councillors/ Panel members/ Trustees/ Directors
- Companies House
- Moderngov consultants

6 How do we keep your personal information secure?

The security of your personal information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to and use of your personal information.

7 How long will we keep your personal information?

After we deliver a service to you, we have to keep your information as a business record of what was delivered. The type of service will determine how long we have to keep it. Our corporate retention guidelines show how long we keep it for different services. This ranges from days for some records to years for more sensitive records.

The majority of information we hold is for a period of 6 years, with the exception of:-

- School Appeals (for 1 year after the conclusion of the academic year)
- complaints (for a period of 7 years + 2 years for decision notices).
- Common Land/ Village Greens, Tender Registers, Directors of Companies/Trust Directors and Guild Applications are held permanently.
- All bank details are destroyed after payments have been made and proof of address for school appeals are destroyed once checks have been carried out.
- Information on County Councillors/ Co-opted members/ Independent members is held for a period of 18 months after they leave office
- emergency contact information for county councillors is held for one year after they leave office.
- Information on Parish/ Town Councillors if held for a period of 18 months after the four year term of office of the parish/ town council has concluded.
- Information that is processed through the formal committee meetings of the council, this will be held indefinitely as part of the agenda pack held on the website as appropriate. Private information is passcode protected.

8 Is your personal information processed outside the European Economic Community?

We do not process your personal information outside the EEC.

9 Marketing (if applicable)

At no time will your information be passed to organisations external to the Council or its partners for marketing or sales purposes or for any commercial use without your prior express consent.

10 What are your Information Rights?

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right to:

- to have any inaccuracies corrected;
- to have your personal data erased;
- to place a restriction on our processing of your data;
- to object to processing; and
- to request your data to be ported (data portability).

If you wish to exercise your information rights, please contact the Data Protection Officer at DPO@durham.gov.uk or alternatively write to DPO, Room 143-148, Floor 4, County Hall, Durham County Council, DH1 5UF.

You also have the right to request a copy of the personal information council holds about you. To do this, you can apply on line or download an application form from the [DCC website](#) or you can contact the data protection team at dataprotection@durham.gov.uk

To learn more about these rights please see the [ICO website](#).

If something goes wrong with your personal information, or you have questions about how we use it, please contact Data Protection Officer at dpo@durham.gov.uk or by calling 03000 268 050

If we have not been able to deal with your complaint, you can also contact the [Information Commissioner's Office](#)

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545 745

Fax: 01625 524 510