

## **Data Protection Privacy Notice**

Service: Governance and Licensing  
Team: Democratic Services  
Processing activity: Public speaking at meetings of the Council

### **The Data Controller**

East Devon District Council's Democratic Services  
Address: Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.  
Contactable by emailing [csc@eastdevon.gov.uk](mailto:csc@eastdevon.gov.uk) or by calling 01404 515616.

### **The Data Controller's Representative**

Susan Howl  
Contactable by emailing [showl@eastdevon.gov.uk](mailto:showl@eastdevon.gov.uk) or by calling 01395 517541.

### **The Data Protection Officer**

Henry Gordon Lennox  
Contactable by emailing [dataprotection@eastdevon.gov.uk](mailto:dataprotection@eastdevon.gov.uk) or by calling 01395 517401.

### **Use of your personal information**

We are using your personal information for the purpose of administering public speaking at public meetings and on the basis of a legal obligation and public task (comprising the right to public speaking set out in the Local Government Act 1972 and the Council's Constitution).

Your personal information will be used by EDDC to ensure the correct information is used at public meetings and in the Council's minutes and to contact you in respect of your comments or questions at the meeting when the needs arises.

### **Who will receive or see my personal information?**

Your personal information will be available to be seen by those within the relevant service and within the support services (such as the Legal Team) where necessary to carry out the purpose and by the advisers and Chairman of the meeting at which you wish to speak.

Depending on our legal obligations, some of your personal information which you have given us will be accessible to the public as they will form part of our minutes.

Information may also be shared with partner agencies during safeguarding investigations and for fraud identification and prevention.

Your personal information will be stored securely within our IT system and will not be accessible to anyone else, including other services within the Council, unless detailed above. The public speaking cards used at some of the Council's meetings held within the offices of Democratic Services.

### **Retention**

All your personal information will be held by us only for as long as is necessary and then in accordance with any legal requirements imposed upon us and the Council's retention schedule. For more information please go to our website to view our [Retention schedule](#)

## **Transferring personal information outside of the EU**

Your personal information will not be transferred outside the EU or to any international organisations by the Council. It should be noted that the Council has no control over those accessing its online public registers nor what someone does with any information they obtain from them.

## **Your rights**

Whatever our use of your personal information you have the right of access to that personal information (this means confirmation that we are using your personal information, access to it as well as other detail) and the right to seek rectification if the information is inaccurate.

Because we are using your information on the basis of legal obligation and public task then you also have the following rights in respect of how we use your personal information;

Legal obligation – you have the right to restrict processing.

Public task – the right to object and right to restrict processing.

Also, if you object to our use of your personal information and there is no overriding legitimate interest for us to continue using it or we have used your personal information unlawfully or it is no longer necessary for us to have the personal information, the right to erasure is also available to you.

Details on each of these rights and to how you exercise can be found on our website in the [Your Rights](#) pages.

## **Complaints**

If you are dissatisfied with the way the Council has used your personal information then you may wish in the first instance to make a complaint to the Data Protection Officer. This can be done by;

Writing to: Data Protection Officer, Information and Complaints, East Devon District Council, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.

You can also email: [dataprotection@eastdevon.gov.uk](mailto:dataprotection@eastdevon.gov.uk) or call 01395 517417.

Alternatively, or if you remain dissatisfied following your complaint to the Data Protection Officer, you may lodge a complaint with The Information Commissioner. The Information Commissioner is the UK's independent body set up to uphold information rights. The ICO can help and advise you on all matters relating to data protection.

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

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