



Democratic Services Privacy Notice

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Democratic Services Privacy Notice

Wigan Council (“a Data Controller”) is committed to protecting the privacy and security of your personal information.

Wigan Council and organisations who work on our behalf, collect, store and process personal and sensitive information about residents, service users and those who we come into contact with. This information enables us to carry out specific functions that we are responsible for.

We recognise the need to treat personal and sensitive data in a fair and lawful manner. No personal information held by us will be processed unless the requirements for fair and lawful processing can be met.

Our core obligations under the General Data Protection Regulation (GDPR) and commitments are set out in the Council's [Primary Privacy notice](#).

This notice provides additional privacy information for:

- Elected Members (Councillors)
- Co-opted Members
- Parish Councillors
- School appeal appellants
- Independent School appeal Panel Members
- Outside body organisations that the Council appoints to
- Independent Persons
- Public
- Tenant Representatives.

Personal data:

The amount and types of personal data that Democratic Services collects from members of the public and Councillors will depend on why and how they are contacting and interacting with us.

This may mean simply providing a name and address, but for some things, we may need to ask you more details and sometimes sensitive personal data.

Purpose(s):

The main purpose(s) for processing your personal information are:

- To keep records of decisions and meetings and petitions

- To process school appeals for your child through an Independent Panel
- To process exclusion reviews for your child through an Independent Panel
- To manage the decision making process through appropriate Committees, Boards and Panels in accordance with the functions of the Council
- To deliver services and support you.

We publish a record of all council decisions and meetings, as well as any background information and reports that inform that decision.

The majority of Council meetings are transacted in public. Agendas and reports for all Council and Committee meetings are made available to the public 5 working days in advance of the meeting, in accordance with statutory requirements. The exception being public and press excluded items.

Petitions:

The Localism Act 2011 abolished the need for Local Authorities to consider petitions, however, as good practice and in line with Greater Manchester, Wigan Council has kept its petition scheme which can be found at the following link: [Petition Scheme](#)

The Council welcomes petitions as a valuable tool for people to let us know their concerns about the local community.

In order to review and respond to a petition submitted to us, we will need to process some of the personal data of the people who have signed it. We provide a platform for people to create petitions on our website.

This notice describes how we collect, use and share personal information about you:

- Before, during and after your relationship with us ends and
- The types of personal information we need to process, including information the law describes as 'special because of its sensitivity'.

It is important that you read this notice, together with any other privacy information so that you are aware of how and why we use your personal information.

Categories of personal data:

In order to carry out activities and obligations as providers of services to you we process personal information in relation to the following:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses
- Personal demographics (including date of birth, gender, marital status, civil partnerships)
- Business Contact details such as names, addresses, personal e-mail address, telephone numbers

- Bank account details, payroll and tax/national insurance status information.

Special categories:

We also collect, store and use the following "special categories" of more sensitive personal information:

- Offences (including alleged offences), criminal proceedings, outcomes and sentences.

This information is processed in order to protect the public against dishonesty, improper conduct etc.

The main legal bases we rely on for processing your personal information are:

- Public task in the public interest under the following legislation:

Access to Information Act 1985 and subsequent later Acts

and/or

- Legal obligations under the following legislation:

Local Government Act 1972 and subsequent later Acts; and
Council's Constitution

The Openness of Local Government Bodies Regulations 2014
School Admission Appeals Code.

Automated decision-making:

All the decisions we make about you involve human intervention.

Cookies

To find out how we use cookies please see our [Cookie Notice](#).

Data sharing

In addition to the general reasons for information sharing described in the Council's [Primary Privacy Notice](#), there is a legal duty to provide and make publicly available records of Council meetings and decisions taken. If you ask a question under the 'Ask the Cabinet' a question, some information about you and what you say will be included on the Council's web site.

Petitions and our response will be published on our website. We will only publish the name of the person who submitted the petition if this was submitted electronically. We are permitted to use your information regarding petitions because it is a task to be carried out in the public interest.

The partners and stakeholders who we share information with include:-

- educational establishments
- other internal departments/services
- GPs
- the police
- health service providers
- outside bodies.

We also collect or receive information from external parties for the purposes identified above such as:

- outside bodies
- health service providers
- school appeal appellants
- the police
- GPs.

Data retention

We will only retain your personal information for as long as is necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any future legal, accounting, or reporting requirements.

We must continue to retain necessary information in accordance with our Corporate Records Management Policy to fulfil legal, statutory and regulatory requirements.

The types of data and the approximate retention periods are included in our Risk Register.

Your rights

Rights of access, correction, erasure and restriction

You have the right to ask for your information and there will not be a charge for you to do so. This is known as a [subject access request](#). To ask for access to your information you should visit our website where you can make a subject access request or write to us: Information Governance, Wigan Council, PO Box 100, Wigan WN1 3DS or email us at: subjectaccess@wigan.gov.uk

- To ask for your information to be corrected if it is inaccurate or incomplete. It is important that the personal information we hold about you is accurate and up to date. Please let us know if the information we hold about you should be corrected or updated
- To ask for your information to be deleted or removed but only where there is no need for us to continue processing it. (right to be forgotten)
- To ask us to restrict the use of your information

- To ask us to copy or transfer your information from one IT system to another in a safe and secure way without impacting the quality of the information
- To object to how your information is used.

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is in our view unreasonable or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

You have a right to be informed about how and why your personal information is being processed. This notice fulfils that obligation.

Data protection officer

If you wish to raise a concern or exercise any of your rights please contact our [Data Protection Officer](#)

Information Commissioners Office

If you are unhappy with the way that we handle your concern you may complain to the [Information Commissioners Office \(ICO\)](#) at:

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113

The Information Commissioners Office deals with concerns and complaints relating to data protection (GDPR) and freedom of information legislation.

Changes to this privacy notice

We may update or revise this privacy notice from time to time and will provide supplementary privacy information as is necessary.