

Privacy Statement

Democratic Services

Your Data

What data we collect

We may collect the following personal data:

- Names
- Addresses
- Phone Numbers
- Email addresses
- Interests within the borough e.g. land, property, trustees and investments

Why we collect it

Brentwood Borough Council collects this information to enable us to manage a range of democratic services under, for example, the Local Government Act 1972 and the Freedom of Information Act 2014. This includes:

- Recording members personal details
- Disclosure of personal interests
- Processing Councillors' and MPs' enquiries
- Processing Freedom of Information Requests
- Processing public questions to the full Council meetings
- Organising the Mayor's calendar
- Managing invitations relating to Civic dinner, Remembrance Day or any other Charity of Civic Engagements

Where it will be stored

Data will be stored securely on Brentwood Borough Council's server. Details about how your data is held securely can be found in our Corporate Data Protection Privacy Notice.

Who we will share it with

We will never sell your data, however we may share your personal data between our services and with partner organisations if required, when it will be of benefit to you, be required by law, or to prevent and detect fraud. This includes:

- MPs Offices
- Local Councillors

How long we will keep it

We will only keep your information for as long as necessary. The retention period is either dictated by law or detailed in our Document Retention Policy which can be found on our website. Once your data is no longer needed it will be securely and confidentially destroyed.

Your rights

- The right to be informed – this relates to how we use your personal data
- The right of access - You can ask for access to the information we hold on you
- The right to rectification - You can ask to change information you think is inaccurate
- The right to erasure - You can ask to delete information (right to be forgotten) in certain circumstances
- The right to restrict processing - You can ask to limit what we use your personal data for
- The right to data portability - You can ask to have your information moved to another provider
- The right to object – You can object to the processing of your personal data in certain circumstances
- You also have rights in relation to automated decision making and profiling

You can find more information here:

<http://www.brentwood.gov.uk/index.php?cid=2879>

<https://ico.org.uk/>