

Privacy Notice – Committees

This notice sets out how Eastleigh Borough Council (EBC) uses and protects any information that you give for the administration of Eastleigh Borough Council’s Boards, Committees, Sub-Committees, Panels and full Council meetings (“Committee Meetings”).

Eastleigh Borough Council (EBC) is committed to protecting and respecting the privacy of your personal data. As a registered Data Controller (Reg. no. Z7118863), we comply with the General Data Protection Regulations 2018 (GDPR). Our full privacy notice can be found at www.eastleigh.gov.uk/privacy.

Why do we need your personal information?

The personal data that we hold includes information such as;	Why we use personal information about you
<ul style="list-style-type: none"> • Name • Telephone number • Email address 	<p>So that Council officers can contact you in order to arrange for you to speak at Committee Meetings.</p>
<ul style="list-style-type: none"> • Name • Written record (minutes) of what you have said during Committee Meetings (<i>only</i> where you have chosen to speak) • In the case of ‘virtual Committee Meetings’: video recordings and audio recordings of what you have said at Committee Meetings 	<p>The Local Government (Access to Information) Act 1985 requires us to publish Council meeting agendas and minutes and accompanying documentation which includes the names of public speakers (if any), and details of what they have said at Committee Meetings.</p> <p>Committee Meetings are usually attended in person. However, it is sometimes necessary to hold ‘virtual’ Committee Meetings, for example for reasons of public health during the Coronavirus pandemic (2020).</p> <p>The Freedom of Information Act 2000 creates an obligation on the Council to be transparent and a right of access to the information we hold to the public.</p>
<p>Where do we publish this?</p>	<p>https://www.eastleigh.gov.uk/council/councillors-meetings-and-decision-making https://www.youtube.com/playlist?list=PLGkyYH64e2nLkXaqZ7Epbw2bEYq_kUUCP</p>

Who has access to the meetings?	Meeting attendees (officers and councillors) Public at large Press
Lawful basis for using your personal data:	Article 6 (c) – legal obligation Article 6 (e) – public task
Lawful basis for using your special category data (if applicable):	Article 9 (g) – substantial public interest

Who we might share your information with

Your personal information will be treated as confidential, but it may be shared with other Council services in order to provide services, meet our legal obligations as a Local Authority, ensure our records are accurate and up-to-date and improve the standard of the services we deliver. It may also be shared with external organisations involved in delivering services on our behalf where the Council has a lawful basis to do so. We will only use your information in ways which are permitted by the General Data Protection Regulation and the UK Data Protection law.

- The Council has a duty to protect the public funds it administers and may use the information you have provided or share it with other bodies for the purpose of preventing and detecting fraud. This includes participation in the Cabinet Office [National Fraud Initiative](#).
- We will NOT use your personal data for marketing products or services.

How long we keep your data

We retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purpose of satisfying any legal, accounting or reporting requirements, or to fulfil statutory obligations. Full information regarding retention periods for the different types of data can be found on our website in our [retention and disposal](#) schedule.

Data Protection Officer

If you wish to ask us anything about data protection, ask for a copy of your data or you have a complaint about how we have used or looked after your data, you can contact our Data Protection Officer at:

Data Protection Officer
Eastleigh Borough Council

Eastleigh House
Upper Market Street
Eastleigh SO50 9YN

Email: DP@eastleigh.gov.uk

For more information on Data Protection in general, or if you wish to make a complaint relating to how your personal data has been used, please contact:

The Office of the Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AX

Website: www.ico.org.uk

Email: casework@ico.org.uk