

# Democratic Services – Website Content

## Privacy Notice (How we use your information)

**The categories of information that we collect, process, hold and share include:**

- personal information (such as name, address, telephone number and email)
- Parish Council office/clerk contact details

## Why we collect and use this information

We use your data to:

- enable us to send you correspondence related to Council meetings
- provide information on our website for residents of Tonbridge and Malling to be able to contact relevant town/parish councils and Borough Councillors
- maintain distribution lists for a number of Council related functions such as Standards, Planning and Licensing.

## The lawful basis on which we use this information

We collect and use this information for the performance of tasks carried out in the public interest (i.e. to involve local representatives, to consult and co-operate and promote democracy) or for official functions under local government legislation, including:

- Local Government Act 1972
- Local Government Act 1999
- Local Government and Public Involvement in Health Act 2007
- Local Democracy, Economic Development and Construction Act 2009

## Storing this information

For Borough Councillors information is held for the period of office which is 4 years. However, all data is reviewed annually to ensure that website content and contact details are correct.

For Parish Councils, information for the Chairman and Clerk are held indefinitely but is reviewed annually to ensure that website content and contact details are correct.

## Who we share this information with

We routinely share information with:

- Borough Councillors
- Members of the public
- Planning Services

## Why we share this information

We share information to enable effective communication between Borough Councillors, Officers, Parish Councils and residents of Tonbridge and Malling.

## Public Register

The Council is required to keep a public register of Borough Councillors Disclosable Pecuniary Interests. This register may contain personal data.

To view the Council's register please go to

<https://democracy.tmbc.gov.uk//mgMemberIndex.aspx?bcr=1>

In addition, the Council publishes a register of interests for parish councils. This register may contain personal data.

To view this register please go to:

<https://democracy.tmbc.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13335&path=0>

## Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information please contact Adrian Stanfield, the Council's Data Protection Officer at [foi@tmbc.gov.uk](mailto:foi@tmbc.gov.uk).

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means

- in certain circumstances, have personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## **Further information**

If you would like further information about this privacy notice, please contact Adrian Stanfield, the Council's Data Protection Officer at [foi@tmbc.gov.uk](mailto:foi@tmbc.gov.uk).

The Council collects and uses personal information for a number of purposes across all of its departments and functions. To find out more about how the Council uses the personal information it collects, please refer to the Corporate Privacy Notice <https://www.tmbc.gov.uk/privacy-notice>.