

## Privacy Notice for Democratic Services

Aylesbury Vale District Council (AVDC) is the controller for the personal information we use about you. We are committed to protecting your privacy when you use our services. The law requires us to give you a Privacy Notice which gives you details about how we use and protect your information.

Our contact details are:

**The Gateway, Gatehouse Road, Aylesbury, Buckinghamshire, HP19 8FF. Telephone: 01296 585858**

Our Data Protection Officer is Mr Andy Barton. He can be contacted on [ibinning@aylesburyvaledc.gov.uk](mailto:ibinning@aylesburyvaledc.gov.uk) or telephone 01296 585495.

### What information do we have about you:

We hold the following details about parish clerks/correspondents and councillors:

- Name
- Address
- Contact details (email and telephone numbers)
- Disclosable interests (such as employment, commercial interests, or ownership of land)
- Family details
- Training and education details (District councillors)
- Financial details (District Councillors)

We also hold the following information:

- Name and contact details for general queries
- Details of queries and replies

### Why are we using your information?

We can use your information because we need to comply with the law or because you have given us your permission to use it (see below for more information).

We hold the details of Parish Clerks and Correspondents (name, address, telephone number and email) and where permission is obtained, this information is published on the Council's website. We also hold and publish the registers of interest for Councillors of Aylesbury Vale District and its Parishes. This includes the details of financial, employment, commercial or property interests.

We use this information to :

- Publishing agendas and minutes of meetings, including attendance and any recorded votes (Local Government Act 1972)
- Help with communication about local authority business within the Council and between the Council and Parish Councils/Meetings within our area (Local Government legislation)
- Collecting and publishing councillors' register of interests (District and Parish Councillors) (Localism Act 2011)
- Maintaining a record of councillors' membership on outside bodies (Local Government Act 1972)
- Record and deal with queries and questions from the public and Parish Councils or councillors

- Provide training and development and support to District Councillors
- For emergency contact
- To deal with expenses and other claims

### Dealing with queries or questions

If you have raised a query or question you have asked us for information. We will normally need your details in order to reply to your query or question and we may keep a record of what you have requested and our reply. We will be using your information because you have given us your permission. If you do not give us your permission or you take away your permission we may not be able to give you a reply or the answer requested.

**If you have given us any Special Category information (please see the Council's main Privacy Notice) we will make sure it is kept secure and will only be used to answer your query. We will only use it with your permission unless we need to keep it for record purposes or if we need it to carry out our duties under the law.**

**For Councillors if you are required to provide Trade Union Membership on your Register of Interest this will be required under legislation. Any political affiliation and political opinion will either be required under this legislation or in order to provide services to you. Any other Special Category information will be needed in order to provide services to you as an elected member and our legal basis for using it is substantial public interest**

### Your rights and how you can control your information

Your information is only used for the reasons above. If we need to use it for any other reason we will normally tell you. You cannot object to the above use of your information where we need it to carry out our duties under the law. However, where you do wish to object to us using your information for other reasons or you wish to withdraw your permission to use your information (where we are using it with your permission) please contact the Data Protection Officer using the contact details above.

### We may share your information with

Your information may be shared with print and software providers who process information on our behalf. It may also be shared with councillors or staff in order to obtain the information to answer your query or question.

Contact details for Parish Councils (including councillors) will be shared within the Council and only published where we have permission.

We will publish District and Parish Councillors' register of interests excluding any sensitive interests authorised by the Monitoring Officer.

### Automated Decision Making

We do not carry out any automated decision making.

### Your rights

You have legal rights over your information. For details of those rights, how long we keep your information and how we keep it safe see our main [Privacy Notice](#) page.

Last updated: 27 June 2018

To ask about your rights or to exercise any of your rights please contact the Data Protection Officer using the contact details above.