



South Cambridgeshire District Council Privacy Notice for Council, Committee and Sub-Committee minutes

South Cambridgeshire District Council provides a written record (minutes) of its Council, Committee Joint Committees and Sub-Committee meetings and makes these available on its website.

This Privacy Notice gives you information about what we record, what we do with the recording and how long we keep it.

To comply with Data Protection legislation the Council needs to provide you with the following information (and the information on page 2):

- South Cambridgeshire District Council is the data controller for the personal data that you provide at any Committee meeting and for any audio recordings that we may make of those Council meetings.
- South Cambridgeshire District Council's Data Protection Officer can be contacted at: info@gov@3Csharedservices.org or 01954 713318.
- The lawful basis on which the Council will record your name and any comments you may make is as a 'Public Task' (as under the Local Government Act 1972, Part VA, Section 100C), i.e. If you wish to speak at a Council, Planning Committee, other Committee, Sub-Committee or Greater Cambridge Partnership meeting, you will be addressed by your name in order that the meeting may run smoothly, and your comments will be recorded in order that the Council may accurately reflect these in the minutes of the meeting.
- Your name and comments will be included in the minutes of the meeting.
- The minutes will be published on the Council's website¹ and kept indefinitely. They will also be kept as a permanent historical record in a book of minutes, deposited with a historical archivist employed by Cambridgeshire County Council.
- In the case of questions to a Greater Cambridge Partnership meeting, your contact details, provided by yourself, will be shared with Greater Cambridge Partnership staff.
- The Council is based in the UK and stores its data within the European Union.
- For further information about how the Council uses your personal data, including your rights as a data subject, please see the Council's Privacy Policy: <https://www.scambs.gov.uk/content/privacynotice> .

Further information

You have the following rights:

- You have the right to be informed via Privacy Notices such as this.
- You have the right to request access to and to receive a copy of any information we hold about you (including in an electronic format) - to request a copy of this information you must make a subject access request in writing.
- If you find that the information South Cambridgeshire District Council holds about you is no longer accurate, you have the right to ask to have this corrected.
- You have the right - under certain conditions - to ask us to erase your personal data.

¹ Please note that websites can be seen throughout the world, and not just in the United Kingdom, where UK law applies.



- You may request that South Cambridgeshire District Council stops processing your personal data in relation to any council service (this may delay or prevent us delivering a service to you, we will seek to comply with your request but may be required to hold or process information to comply with our legal duties).

To exercise any of these rights contact the Data Protection Officer at infogov@3Csharedservices.org

You also have the right to make a complaint to the Information Commissioner's Office (ICO). This is an independent body responsible for making sure that organisations comply with Data Protection legislation. The ICO will always expect you to have raised your concerns with us before submitting a complaint.