

# Democratic Services

Democratic Services is the principal point of contact for Members, Officers and members of the Public who require information about forthcoming meetings or decisions taken at Oadby and Wigston Borough Council. The practice of democratic services and the information that is required is determined by the Local Government Act (2000 and 1972), the Council's Constitution and common practice.

This legislation requires Oadby and Wigston Borough Council to make some details of democratic services publicly available. These details can include personal information, such as names.

The retention of the data that is provided to the 'Democratic Services' section will be determined by Oadby and Wigston Borough Councils retention policy. A copy of the retention schedule is available on the Council's website.

The information and personal data that you provide for Democratic Services will be processed by Oadby and Wigston Council, which is the 'data controller' for the purposes of the Data Protection Act.

The information that you provide in relation to Democratic Services, including personal data, will be used to deal with your enquiry.

## Information collected:

- Name
- Address
- DOB
- Telephone number(s)
- Email address

## Agencies we might share the information with:

- Police
- Health agencies
- Regulatory bodies
- Government bodies
- Other Local / County Councils
- Courts or Enforcement agencies
- Press and the media
- Political organisations

## **Purpose for processing:**

- Service delivery
- Safety provision
- Evidence for court proceedings
- Fraud / prosecution purposes
- Legislative compliance

## **Lawful basis for processing:**

- Consent
- Legal Obligation
- Public Task