



Democratic Services Privacy Notice

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This Privacy Notice was last updated in May 2023. It is regularly reviewed and may be updated or revised at any time. Please refer to this page for the most up-to-date information [Democratic Services Privacy Notice \(wigan.gov.uk\)](https://www.wigan.gov.uk).

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes.

1. INTRODUCTION

Our core data protection obligations and commitments are set out in [Wigan Borough Council Primary Privacy Notice](#).

This notice provides additional privacy information for **Democratic Services**.

2. WHAT PERSONAL INFORMATION DO WE COLLECT

We collect information to carry out activities and obligations as providers of service to you. The information we may collect, store and use can include but is not limited to the following:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses
- Personal demographics (including date of birth, gender, marital status, civil partnerships)
- Business Contact details such as names, addresses, personal e-mail address, telephone numbers
- Bank account details, payroll and tax/national insurance status information

We may also collect, store and use special categories of personal information. This may include, but is not limited to:

- Offences (including alleged offences), criminal proceedings, outcomes and sentences.

This information is processed in order to protect the public against dishonesty, improper conduct etc.

3. HOW WE USE PERSONAL INFORMATION

The main purpose(s) for processing your personal information are:

- To keep records of decisions, meetings and petitions
- To process school appeals for your child through an Independent Panel
- To process exclusion reviews for your child through an Independent Panel

- To manage the decision making process through appropriate Committees, Boards and Panels in accordance with the functions of the Council
- To deliver services and support you.

We publish a record of all council decisions and meetings, as well as any background information and reports that inform that decision.

The majority of Council meetings are transacted in public. Agendas and reports for all Council and Committee meetings are made available to the public 5 working days in advance of the meeting, in accordance with statutory requirements. The exception being public and press excluded items.

Petitions:

The Localism Act 2011 abolished the need for Local Authorities to consider petitions, however, as good practice and in line with Greater Manchester, Wigan Council has kept its petition scheme which can be found at the following link: [Petitions \(wigan.gov.uk\)](http://wigan.gov.uk).

The Council welcomes petitions as a valuable tool for people to let us know their concerns about the local community.

In order to review and respond to a petition submitted to us, we will need to process some of the personal data of the people who have signed it. We provide a platform for people to create petitions on our website.

4. LEGAL BASIS FOR PROCESSING

The main legal bases we rely on for processing your personal information are:

- Public task in the public interest under the Access to Information Act 1985 and subsequent Acts
- Legal obligation – when complying with our legal obligations under:
 - The Local Government Act 1972 and subsequent acts
 - The Council's Constitution
 - The Openness of Local Government Bodies Regulations 2014
 - School Admission Appeals Code statutory guidance

5. WHO DO WE SHARE PERSONAL INFORMATION WITH

In addition to the general reasons for information sharing described in the [Wigan Borough Council Primary Privacy Notice](#), there is a legal duty to provide and make publicly available records of Council meetings and decisions taken. If you ask a question under the 'Ask the Cabinet' a question, some information about you and what you say will be included on the Council's website.

Petitions and our response will be published on our website. We will only publish the name of the person who submitted the petition if this was submitted electronically. We are permitted to use your information regarding petitions because it is a task to be carried out in the public interest.

Examples of bodies we may share information with, can include but is not limited to the following:

- Other internal departments/services
- GPs
- the police
- health service providers
- outside bodies.



Examples of external parties we may collect or receive information from, can include but is not limited to the following:

- outside bodies
- health service providers
- school appeal appellants
- the police
- GPs

6. HOW LONG DO WE KEEP PERSONAL INFORMATION

We will not keep personal data for longer than is necessary, subject to any legal obligations to retain the data.

We must continue to retain necessary information in accordance with our Corporate Records Management Policy to fulfil legal, statutory and regulatory requirements. The types of data and the approximate retention periods are included in our Risk Register.

7. AUTOMATED DECISIONS

All the decisions we make about you involve human intervention.

8. COOKIES

To find out how we use cookies, please see our [Cookies \(wigan.gov.uk\)](https://www.wigan.gov.uk/cookies).

9. YOUR RIGHTS

More information on how to seek advice in order to exercise your rights, raise a concern or complain about the handling of your personal information by the Council can be found at [Wigan Borough Council Primary Privacy Notice](#).