

## **Democratic Services (Committees)**

### **Privacy Notice**

#### **How we will use your personal information and what we do with it**

The Local Government (Access to Information) Act 1985 requires us to publically publish Council meeting agendas and minutes and accompanying documentation in which names of Public Speakers at Committee meetings will be recorded. These documents are retained and are available through our internal computerised system, and available on Exeter City Council's website.

The Freedom of Information Act 2000 creates a public right of access to the information we hold and we may have to supply documentation which could include your personal information.

Council meetings are also be broadcast live through You Tube and the press and other members of the public may be present at the various Council meetings.

Names of Public Speakers at Committee Meetings will be recorded in the minutes.

#### **How long will we keep your information?**

We keep electronic and paper copies of the Committee Agendas, minutes and accompanying documentation for a period of six years after which time they are archived for historical reference purposes.

Personal information regarding your request to speak will be kept for a period of 12 months.

After minutes are signed as a true and correct record at the next meeting of the relevant committee, those minutes then form the formal record of the meeting. All audio and video recordings of the meeting will be deleted after the signing of minutes.

***For further information about how we look after your information or to find out more about your rights, go to [www.exeter.gov.uk/DataProtection](http://www.exeter.gov.uk/DataProtection) or contact the Data Protection Officer on 01392 265257.***