



Northumberland County Council

This is Your Personal Data

Petitions - Democratic Services

How we handle your information

Information for the public

Democratic Services have a legal duty to keep and process information about you in accordance with the law. This document explains why we ask for your personal information, how that information will be used and how you can access your records.

Why is information recorded about me?

We are committed to engaging with people, getting closer to communities and improving services. We welcome petitions so you can let us know your concerns or ideas. We keep records about individuals who have started or signed petitions. These may be written down (manual records), or kept on a computer (electronic records).

The personal data we collect from people who start and sign petitions will include:

- your name
- your email address (only necessary if you have signed an e-petition)
- your address including postcode
- the IP address you use when starting or signing an e-petition

The legal basis for processing this data is outlined in Article 6(1)(e) – Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

What is the information used for?

We use this information to:

- make sure that people only sign a petition once
- check that you're eligible to sign a petition
- contact you about petitions you start

If you start a petition and we accept it, your name will be published with the petition. We won't publish any other personal information about you.

If you've signed a petition, we won't publish any personal information about you.

We'll use your postcode to work out how many people in Northumberland have signed a petition.

It is important that your records are accurate and up-to-date as they will help make sure that we can process your petition. If you do not provide us with this information then we will not be able to process your signature as a valid petition entry.



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How long for?

We will retain your personal data at County Hall, Morpeth from the date you start or sign a petition until 12 months after a decision has been made on that particular petition, after which petitions are archived.

Processing is kept to a minimum and will only be processed in accordance with the law.

Depending on the nature of the petition, we may need to share details about you to enable us to process your petition. For example, if your petition is in relation to a planning matter we would share this information with planning and this would form part of a wider consultation.

Information Sharing

Information will only be shared with third parties if they have genuine and lawful need for it.

Occasions when your information may need to be shared include:

- at the relevant committee meeting where petitions are considered
- with the relevant service area i.e. planning, licencing, school closure teams.
- where the health and safety of others is at risk,
- when the law requires us to pass on information under special circumstances (crime prevention or the detection of fraud as part of the National Fraud Initiative)

Information will be processed within the EEA and will not be shared with overseas recipients.

Can I see my records?

The General Data Protection Regulation allows you to find out what information is held about you, on paper and computer records. This is known as 'right of subject access' and applies to your petition records along with all other personal records.

If you wish to see a copy of your records you should submit a Subject Access Request which is available on our website or by contacting the Information Governance Office directly. You are entitled to receive a copy of your records free of charge, within a month.

In certain circumstances access to your records may be limited, for example, if the records you have asked for contain information relating to another person.

Do I have Other Rights?

Data Protection laws gives you the right:

1. To be informed why, where and how we use your information.
2. To ask for access to your information
3. To ask for information to be corrected if inaccurate or incomplete.
4. To ask for your information to be deleted or removed where there is no need for us to continue processing it.
5. To ask us to restrict the use of your information.



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6. To ask us to copy or transfer your information from one IT system to another in a safe and secure way, without impacting the quality of the information.
7. To object to how your information is used.
8. To challenge any decisions made without human intervention (automated decision making).
9. To lodge a complaint with the Information Commissioner's Office whose contact details are below.
10. If our processing is based upon your consent, to withdraw your consent.

Further information

If you would like to know more about how we use your information, or if for any reason you do not wish to have your information used in any of the ways described in this leaflet, please tell us. Please contact Democratic Services on petitions@northumberland.gov.uk

Data Protection Officer: informationgovernance@northumberland.gov.uk

You also have the right to complain to the Information Commissioner's Office if you are unhappy with the way we process your data. Details can be found on the ICO website, or you may write to the ICO at the following address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Email: casework@ico.org.uk