

Democratic Services (Committees)

Privacy Notice to Councillors

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

As a Councillor your personal information such as address, your preferred e-mail address and contact telephone number is required so that Council Services and Departments can contact you and so that these details can be made publically available, for example appearing on Exeter City Council's website; in a press or social media release and provided to members of the public and external organisations who might contact us and ask for your details.

Your personal details are also required for Exeter City Council's Risk Register.

The Local Government (Access to Information) Act 1985 requires us to publically publish Council meeting agendas and minutes and accompanying documentation in which your name may 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 may also be broadcast live through social media and the press and other members of the public may be present at the meetings.

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Agendas, minutes and accompanying documentation for a period of six years after which time they are archived for historical reference purposes.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 role as an Exeter City Councillor will be deleted from our computerised and paper records in the event that you are not re-elected or resign.

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 or contact the Data Protection Officer on 01392 265257.