

## **Privacy Notice**

Arun District Council collects information about you in order to process the question you have submitted under the Public Question Time rules.

### **What information is being collected**

We will be asking you for your:

- name, address, telephone number and email address
- the details of your question

### **Why we collect this information**

Arun District Council's Constitution confirms the arrangements for Public Question Time at meetings of Full Council and the Cabinet; and also public speaking rules at the Development Control Committee.

<https://www.arun.gov.uk/constitution>

We therefore ask for details of your question so we can advise relevant Councillors and Officers in advance of the meeting, as the Constitution requires. We ask for your name, address, telephone number and email address so we can keep in touch with you as we process your question.

### **Who we might share your information with**

Your details will be shared with relevant Councillors and officers where they need to know this to provide a response to your question.

Only your name will be published on the schedule of questions circulated at Council meetings and published to Arun's website after the meeting.

### **What we do with your information**

We use the information you provide to respond to your question.

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

Once you have received a response to your question, we will keep your personal details for one year.

### **What rights do you have**

You do have some legal rights in respect of the personal information we collect from you. Please see our website for further details <https://www.arun.gov.uk/privacy-policy>

If you have a concern about the way we are collecting or using your personal data you should raise your concern with us in the first instance.

Our Group Head of Council Advice & Monitoring Officer, Liz Fatcher, has been appointed as Arun's Data Protection Officer. Liz can be reached by telephone on 01903 737610 or email: [liz.fatcher@arun.gov.uk](mailto:liz.fatcher@arun.gov.uk)