















Public Involvement in Council and Committee Meetings

Is the data collected direct from the citizen?

Is the data about the citizen collected from a third party?

Why we collect information about you?	We collect your personal information because you have requested to speak at a Council or Committee meeting, for example to ask a question or to present a petition or deputation. This information is also required in case we need to send you any further correspondence in relation to your question, petition or deputation.		
What is the legal basis for us collecting your information?	The legal basis for us collecting this information is to perform a task in the public interest, namely the maintenance of records associated with public meetings.		
What information do we collect about you?	Name; whether you are a Gloucester resident, address, or email address.		
Who do we share the information with?	We do not record your details in the minutes of the meeting; instead we keep them on file and will disclose only your name if we are asked by anyone to confirm who the speaker was.		
Is any information transferred to or stored in servers based outside the European Economic Area?	No		
How long do we keep your information?	We will keep your name indefinitely, but your address/email address will be deleted once you have received any final correspondence on the subject matter of your request to speak.		
Who do we collect information from?	We collect the information directly from you.		
What are the consequences if we don't collect the data?	We will not be able to confirm who the speaker was in respect of a particular matter and our records associated with public meetings will be incomplete.		
Are any decision about you made by automatic means?	No	