

Artificial Intelligence (AI) Privacy Notice

This privacy notice describes how East Hertfordshire District Council (EHDC) will use your personal data alongside AI Tools. It also explains how your data is protected when these tools are used. This notice should be read in conjunction with our [Corporate Privacy Notice and service specific privacy notices](#).

About our AI tools

Personal data may be contained within documents uploaded to AI Tools.

We are the data controller of your personal data when it is used, and the supplier/contractor is a data processor. We have a signed agreement in place with each supplier/contractor to ensure that your personal data is protected. Staff who use AI Tools know to process personal data in accordance with the UK GDPR and our various data protection policies.

None of your personal data is used solely by the AI supplier/contractor to improve their AI products.

The type of personal information we collect

The data we process about you can be found within our [service specific privacy notices](#).

How we get the personal information and why we have it

We will collect your personal data directly from you.

In most cases, we process your personal data using AI Tools to improve the efficiency, quality, and speed of our business processes. A lot of these processes are already happening manually. By using AI to automate these processes, this allows EHDC resources to be deployed where they are needed most. EHDC may use AI tools to support in amending, transcribing or summarising documents or meetings to increase efficiency.

Any supplier who may process your data using AI tools is assessed for compliance with Data Protection legislation before any information is processed by them.

What lawful basis do we rely upon?

We generally use AI tools to help us perform tasks in the **public interest** set out by law. Our legal basis for using your special category information is substantial public interest. Specific lawful bases will be noted in the relevant service's privacy notice.

International data transfers

The council does not share your information with countries outside of the UK without ensuring that sufficient safeguards are in place that are equivalent to the UK Data Protection legislation or the UK GDPR. For this purpose, we do not share your data internationally.

Automated decision making

We do not use AI to make automated decisions. There is always a human intervention to review and approve any outputs from the AI tools. Decisions are not made solely by automated means. For more information on your Individual Rights, please see below or contact the Data Protection Officer using 'our contact details'.

How we store your personal information

Please see the [Corporate Privacy Notice](#)

How long we keep your information

Please see the [Retention Schedule](#)

Your data protection rights

Please see the [Corporate Privacy Notice](#)

Our contact details

Please see the [Corporate Privacy Notice](#)

How to complain

Please see the [Corporate Privacy Notice](#)