

Privacy Notice - Councillors

Elected members are data controllers in their own right for parts of their role and must ensure that any personal information they hold / use in their office as an elected member is treated in line with the Data Protection Act 2018 (DPA) which incorporates General Data Protection Regulations (GDPR).

Councillors represent residents as part of their work in the community. They contact officers of the Council and other organisations on your behalf to investigate your concerns and respond to your enquiries. This notice will explain about the type of personal information a Councillor collects, how it is collected, how it is used and how it is stored.

What types of information does a Councillor collect from you?

- Name
- Address
- Phone number
- Email address
- Details of the inquiry

In some cases, such as assisting you with specific issues or specific organisations, they might need more information such as:

- National insurance number
- Reference number(s)
- Date of birth
- Signature
- Information about your health needs
- Details of family members

In some cases, they might handle 'special category data' such as medical information or ethnic origin. It will only be necessary for councillors to collect this type of information where it is of relevance to the request the constituent is making.

How a Councillor collects personal information?

A Councillor might collect information from you in a number of ways, for example:

- when they meet you in the community or at surgeries
- when you telephone or email
- when you send letters

What is your personal information used for?

- To investigate and respond to your request for advice, guidance or information
- To investigate and respond to an inquiry or a complaint you have contacted them about

Lawful basis for processing

Under data protection law, councillors must have a valid lawful basis for processing your data. This could be either:

- consent – you have given your consent for them to process your personal data for a specific purpose, e.g. distribution of a councillor's newsletter
- public task – as councillor for the purpose of responding to requests from you where this is permissible
- vital interests – such as a life or death situation or to protect you from harm, or the vital interests of another person

- legitimate interests – of the councillor and of constituents (the processing is necessary for your legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests)

Will your personal information be shared?

In some cases, to enable the Councillor to deal with your issues, they may have to share your information with other organisations such as the DWP, the NHS, or other bodies, such as schools and charities.

Where appropriate they may also share your information with other Ward Councillor colleagues in order to proactively work to resolve the issues you have raised.

Where possible, the Councillor should let you know when they have shared information. There may, however, be instances where it might not be possible to tell you that the information was shared because of public interest issues such as an investigation or a police matter.

When undertaking party political activities your information will only be shared where you have consented to the process.

How do Councillors keep your personal information secure?

All Councillors are required to keep your information safe and keep it secure. In addition, to the security provided by council devices and/or systems, they should have adequate measures in place to safeguard access to any information you have provided.

How long will Councillors keep your personal information?

As part of a Councillor's work keeping track of your case, they will have to hold onto your information. Usually, this will be for a maximum of 4 years, but it will vary depending on the type of issue involved since that creates different types of records.

Some of your personal information such as that associated with minor correspondence such as scheduling meetings, is held for less time.

Any information the Councillor holds at the end of their term in office is either passed to the appropriate Council representative or should be securely destroyed.

Your Rights

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right to:

- have any inaccuracies corrected
- have your personal data erased
- place a restriction on any processing of your data
- object to processing
- request your data to be ported (data portability).

To exercise any of these rights please contact the Councillor in the first instance. You also have the right to request a copy of the personal information the Councillor holds about you. Each Councillor's contact details are on the Council's website: [Ward Councillors](#)

To learn more about your information rights please refer to the governing body, Information Commissioner's Office (ICO), website: [ICO](#)