

# Councillor Privacy Notice

## **Your Privacy, your right to be informed.**

This privacy notice relates to the personal data used by me as your elected member (Councillor) of South Gloucestershire Council when I represent you as a resident and respond to your enquiries as part of my work in the community as a councillor.

I'm committed to ensuring that the information I collect and use is appropriate for this purpose, and does not constitute an invasion of your privacy.

When representing you I am the data controller for the purposes of the Data Protection Act 2018 and other regulations including the General Data Protection Regulation (Regulation (EU) 2016/679). Should you have any concerns about your data please contact me by email or telephone.

## **Your Information**

This Privacy Notice relates to the personal information I collect from you when you contact me for assistance.

For example:

- when we meet in the community or at my surgeries
- when you telephone or email me
- when you send letters to me

I will collect the following data: name, address, email, phone number (if provided). When taking further details I may need to record additional information which may include special categories of data defined as data about racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and data concerning criminal activity, health or sex life.

## **How do I process your data?**

To collect and use your personal information, it is necessary for me under the GDPR to have a lawful basis and I will apply the most appropriate of the following:

- Consent - you provide your information and ask me act on your behalf.
- Protect your vital interests - such as a life or death situation or to protect you from harm, or the vital interests of another person.
- A task in the public interest or where because of my role as a Councillor – I am authorised to use your personal information.
- Legitimate interests – where I need to process your data for our legitimate interests, or the legitimate interests of a third party.

For the special category data, such as your medical information, I will rely on the following conditions:

- Explicit consent – this will usually be in writing.
- Protect vital interests – when you are unable to give consent and you or someone else is at risk of harm.
- Establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity

### **What I do with information**

All the personal data is processed by me and to enable me to respond to your query I may have to pass details to relevant South Gloucestershire Council officers, other relevant South Gloucestershire Council Councillors or officers in any of the associated council companies. This will only be done where it is necessary to obtain information and/or action is required to address your query.

I may have to, in some circumstances, pass details onto other organisations to address your query where appropriate. These organisations may include categories such as:

- Health and social care providers such as NHS trusts
- Law enforcement agencies such as the Police or the Fire Authority
- Charities and voluntary organisations

South Gloucestershire Council officers and other organisations must all comply with the Data Protection Act 2018 and other regulations including the General Data Protection Regulation (Regulation (EU) 2016/679), and can only use your data to address the query you have raised.

Please note that during periods of political campaigning I may be using a political party and/or personal email account as I am not permitted to use my South Gloucestershire Council account for campaigning activity. Any personal data that you send to my personal e-mail account that relates to council business will be forwarded onto my council email address.

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

I will retain your data only for as long as I need to in order to represent you as your Councillor. Usually, this will be for 6 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.

Council elections are held once every four years. In the event of me no longer being your Councillor, or as soon as reasonably practicable after you notify me that you no longer wish me to act or represent you, I will either pass your information to the appropriate Council representative or will securely destroy your personal data. In the event at the next election that I continue to be your ward Councillor I will retain the data unless you notify me that you no longer wish me to act or represent you.

At no time will I use your information or pass it to another organisation for marketing or sales purposes, or to any political organisation, without your prior express consent.

### **IT Systems and transferring your information overseas**

I may store your information on South Gloucestershire computers and servers located within the UK or the European Union. No 3rd parties have access to your personal data unless the law allows them to do so.

Your information is not transferred to and stored in countries outside the UK or the European Economic Area (EEA) for the provision of my services.

## **Your rights**

You have a number of rights relating to your information e.g. to see what I hold, to ask me to share it with another party, ask me to update incorrect or incomplete details, to object to or restrict processing of it or to make a complaint about how I am handling it. If you have given me your permission to use your information you also have the right to withdraw that permission at any time in the future.

If you have any worries or questions about how your personal information is handled please contact me via the above email address or by contacting me using the details on my Councillor page on the [South Gloucestershire Council web site](#).

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) via their [contact page](#) or call them on 0303 123 1113.