

Privacy Notice – Elected Members

Our Commitment to Your Privacy

As part of our commitment to protecting your information, we have updated our Privacy Notice to explain how we collect, store and handle your personal data.

We have always been careful to protect your information, but this is part of our ongoing commitment to be transparent about how we use your information and keep it safe. This will also give you more clarity over how your information is being managed.

Through our revised privacy notice, we have addressed the new standards introduced by the European data protection law, known as the General Data Protection Regulation (GDPR).

Who we are

North Kesteven District Council is registered with the Information Commissioner's Office (ICO) as a 'data controller' under Z5680267. This means we will process and hold your personal data in relation to your role as an elected Member of the Council.

What information do we collect

We collect your name, postal address, telephone number, NI number, next of kin and banking details, and vehicle registration, along with any other additional personal data you wish to provide us with in order to carry out your role effectively.

In accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, we will also collect information relating to you and a person with whom you are living with as husband or wife, or a person with whom you are living as if they were a civil partner. This includes details relating to profession, sponsorship, contracts, Land, Licences, Corporate tenancies, Securities.

North Kesteven District Council also requests information relation to:-
Bodies to which you have been appointed or nominated by the authority as its representative
Public authorities or bodies exercising functions of a public nature
Bodies one of whose principal

We take your official photograph which is uploaded to the corporate website.

Why we collect your data

We collect your personal data: -

- To comply with the Local Government Act 1972
- to ensure North Kesteven District Council and the electorate is able to communicate with you
- to ensure you are paid an allowance and taxed accordingly as a District Councillor

- to ensure we are able to contact a next of kin in an emergency situation
- to comply with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.
- To develop a comprehensive and meaningful Training and Development plan for elected Members.
- To carry out administrative tasks associated with supporting you in your role as an elected Member.

How we collect your data

We are processing your data for the performance of a 'public task' and will not be able to erase your details whilst still an elected Member of North Kesteven District Council.

When we'll share your data

Sometimes we have a legal duty to provide personal information to other organisations or if there is a good reason that is more important than protecting your privacy. This does not happen often, but we may share your information with the police in order to find and stop crime and fraud, for example.

We do not sell your personal information to anyone outside of North Kesteven District Council and will never share your information for marketing purposes.

Know your rights

You have many rights regarding your personal data, which include seeing what personal information we hold about you. In addition, you can ask us to correct inaccuracies and restrict the personal information we hold. Where possible we will seek to comply with your request, but we may be required to continue to hold and process information to comply with a legal requirement.

If you want to contact us with regards to your rights, please contact dataprotection@n-kesteven.gov.uk

How do we protect your information

We comply with all laws concerning the protection of personal information and have security measures in place to reduce the risk of theft, loss, destruction, misuse or inappropriate disclosure of personal information.

How long do we keep your information

We will keep your personal information for the term of your office. Some information is kept indefinitely as a public record, such as your name and photograph. Information relating to the payment of any allowances will be kept for 7 years in line with HMRC regulations.

Where can I get advice

If you have any concerns or questions about how your personal information is handled, please contact our Data Protection Officer at dataprotection@n-kesteven.gov.uk or by calling 01529 414155.

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF.

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Alternatively, visit ico.org.uk or email casework@ico.org.uk.