

## **Privacy Notice – Elected Members and Members of the Public**

### **Who I am**

I am an elected Member for North Kesteven District Council and have been elected to represent my community, so either live or work in the local area. Details of the Ward I represent and my contact details can be found on the Member's homepage of the Council's website at:

<https://www.n-kesteven.gov.uk/your-council/how-the-council-works/your-councillors/>

I am committed to protecting and respecting your privacy and I am registered with the Information Commissioner's Office (ICO) as a Data Controller.

As part of my work in the community I will contact Officers of the Council and other organisations on your behalf to investigate your concerns and respond to your enquiries. In accordance with new data protection legislation, which came into force on the 25 May 2018, this privacy notice explains how I, as District Councillor for your Ward, use, process and protect your personal data.

### **What information do I collect**

When carrying out casework on behalf of the residents I represent, it may be necessary for me to receive and use your personal information. This might include:

- Name
- Postal address
- Email address
- Telephone number
- Details of enquiry or concern.

In some cases, such as assisting you with specific issues or specific organisations, I might need more information. For example:

- National Insurance number
- Reference numbers
- Date of birth
- Signature
- Details of family members.

Where relevant I may also receive and use special category information. The law treats some types of personal information as 'special category', because the information requires more protection due to its sensitivity. This information consists of:

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Information concerning your health or medical needs
- Criminal convictions and offences.

However, it will only be necessary to collect this type of information where it is of relevance to your enquiry.

### **Why I collect your data**

I can process your personal data under the Local Government Act 1972 and the Localism Act 2011, and under the Data Protection Act 2018 Schedule 1, Part 2, 18-19 (Elected Representatives responding to requests and Disclosure to Elected Representatives).

Furthermore, the legal bases relied on for processing personal information are:

- Consent (you provide your information and ask me to act on your behalf)
- Performance of a task carried out in the public interest (because of my role as an elected representative, am authorised to use your personal information)
- Legitimate interest (need to process your data for a legitimate interest, or the legitimate interest of a third party)
- Protect your vital interests' (such as a life or death situation, or to protect you from harm, or the vital interests of another person).

Where you have given me consent to use your personal information you can withdraw this at any time by contacting me. However, please be aware that it may not be possible for me to progress a matter on an anonymous basis.

### **How I collect your data**

I may collect information from you in a variety of ways. For example:

- When we meet in the community or at my surgeries
- When you telephone me
- When you send me letters or emails.

This information will be used:

- To investigate and respond to your request for advice, guidance or information
- To investigate or respond to an enquiry or complaint you have contacted me about.

### **When I'll share your data**

I will only disclose personal information about you with a relevant organisation or individual who is able to provide information to help address or resolve your concern. For example:

- Elected representatives
- Local Government Officers
- Parish Councils
- Central government departments

- MPs
- Healthcare, social and welfare services
- Landlords
- Schools
- Voluntary organisations.

Any third parties that I share your personal data with are obliged to keep your details secure, and to use your data for purposes already communicated to you. Where possible, I will let you know when I have shared information.

The personal information you provide and the personal information I may receive from organisations or individuals in the course of my enquiries, will only be used to progress the problem or concern you have raised. Your personal data will not be used in a way that goes beyond your reasonable expectations.

If you specifically ask me not to disclose information identifying you to other third parties, this will be respected. However, please be aware that it may not be possible for me to progress a matter on an anonymous basis.

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.

I will not sell your personal information to anyone and will not transfer your personal data to countries outside the EEA.

## **Know your rights**

Subject to some legal exemptions, you have the following rights:

- The right to have any inaccuracies corrected;
- The right to have your personal information erased;
- The right to object to or restrict the processing of your personal information in certain circumstances; and
- The right to lodge a complaint with the Information Commissioners Office.

You also have the right to request a copy of the personal information I hold about you.

If you wish to exercise any of these rights please contact me in the first instance. However, I may not be able to put your request into effect if the information is subject to a legal exemption.

## **How do I protect your information**

Examples of Council security include: encryption, meaning that information is hidden and cannot be read without certain knowledge, such as a password. In addition, the Council controls access to systems and networks, which means it prevents people who are not allowed to view your personal information from getting access to it.

I will also take appropriate steps to make sure I hold records about you (on paper and electronically) in a secure way, and will only make them available to those who have a right to see them.

### **How long do I keep your information**

In order to keep track of your case, I will have to retain your information. Usually, this will be for four years, but it might vary depending on the case. However, any information I hold at the end of my term in office will be either passed to the appropriate Council representative or securely destroyed.

### **Where can I get advice and/or make a complaint**

If you have any concerns or questions, or would like to make a complaint, regarding data protection matters, please contact our Data Protection Officer at [dataprotection@n-kesteven.gov.uk](mailto:dataprotection@n-kesteven.gov.uk) or by calling 01529 414155.

For independent advice and/or to make a complaint 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](http://ico.org.uk) or email [icocasework@ico.org.uk](mailto:icocasework@ico.org.uk)