

Councillors Privacy Notice



Who I am

I am an elected Councillor for West Suffolk Council. To fulfil my role as a councillor in helping people who contact me, the law requires all elected members to be registered with the Information Commissioners Office (ICO) as a Data Controller of personal data.

This gives protection to you and that I will handle any personal information you give to me confidentially and in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

If you would like more information about GDPR and the Data Protection Act 2018, this can be obtained from the Information Commissioner's Office through their website www.ico.org.uk or advice line **0303 123 1113**.

How will I use the information about you?

If you ask me to pursue a matter on your behalf, I may use your information in order to pursue the matter you have raised with me.

In order to help you or pursue the matter I may pass your personal and sensitive (special category) personal information to other relevant agencies such as West Suffolk Council, Suffolk County Council, the NHS, Department for Work and Pensions.

I am allowed to use your personal information under 'Legitimate Interests' and your sensitive information under the Data Protection Act 2018, Schedule 1, Part 2 Conditions – processing in the substantial public interest for the processing of Special Category Data, Elected Representatives responding to requests. Allows an elected representative or someone acting on his behalf to process data where necessary (in connection with the discharge of the elected representative's functions) for the purpose of taking action in response to a request from an individual. But I intend that only the minimum possible personal information will be shared with other agencies as necessary to assist you.

If you give me personal information about someone other than yourself, I may need to check the facts with that other person. If you ask me to take action on behalf of a friend or relative, I may need to contact that person to confirm that they are happy for me to act on their behalf. If you feel it would not be appropriate for me to contact the other person, you should discuss this with me when you give me their information.

What information do I collect about you?

I collect personal information that is supplied to me in my role as a councillor. It includes information supplied by my constituents and others in relation to matters which I have been asked to pursue in the interests of individuals and groups who live in my ward such as:

- details of specific cases
- information provided by signatories on petitions
- responses to questionnaires and
- contact details for the purpose of communicating news and updates.

Ward news and events

I would like to send you information about ward news and events, but I will not use your contact details to do this unless you have said that you would like to be sent this information.

If you have said that you would like this information, but later change your mind, you have a right at any time to let us know if you no longer wish to be sent this information. If you wish to receive or stop receiving this information, please contact me.

Access to your information and correction

If you wish to see any information that I hold about you, if you want me to update or correct any personal information that I hold about you, or if you have any queries regarding personal data that I hold about you, please contact me.

Changes to our privacy policy

This privacy policy was last updated on 6 December 2019.

How to contact me?

Please email me if you have any queries regarding this privacy policy or how I handle your information.