



Privacy Notice – Councillors

Introduction

Councillors have provided this privacy notice to help you understand how we collect, use and protect your information whilst we provide you with support as our constituents.

The document below will describe how we may collect and process your personal information.

The purpose of this document is to clearly acknowledge the Councillors responsibilities in relation to the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Definitions

Personal Data means any information related to an identified or identifiable natural (living) person ('**data subject**') i.e. a person that can be directly or indirectly identified by reference to a name, ID reference number, email address, location data, or physical, physiological, genetic, mental, economic, cultural or societal identifier

Special Personal Data previously known as 'sensitive personal data', relates to race, ethnic origin, politics, religion, trade union membership, genetic data, biometric data, health, sex life or sexual orientation. Records of criminal personal data must also be treated in a similar way.

Data Controller determines the purposes and means of processing personal data.

Data Processor is responsible for any operation which is performed on personal data on behalf of the controller e.g. collection, recording, organisation, structuring, storage, adaption or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or making available, alignment or combination, restriction, erasure or destruction.

Third Party is someone / somebody who is not the Data Controller, the Data Processor or the Data Subject.

Who we are

As Elected Councillors, we are data controllers and accountable for the processing of personal information in connection with requests received from constituents.

Under data protection law, we must have a valid lawful basis for processing your data. We will usually rely on one of the following bases:

- consent – you have given your consent for me to process your personal data for a specific purpose

- public task – where the processing of your data is necessary for me to perform a task in the public interest or for my official functions as an elected representative and the task or function has a clear basis in law
- legitimate interests – where the data processing is necessary for my legitimate interests as an elected representative 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

If you are dissatisfied with how we have used your personal information, you can complain to the [Information Commissioner's Office](#).

If you are dissatisfied with how we have used your personal information whilst transacting business for the Council, please contact the Data Protection Officer for East Suffolk Council Siobhan Martin, Head of Internal Audit, at dataprotection@eastsuffolk.gov.uk

How the law protects you

UK GDPR says that we are allowed to use personal information only if we have a proper reason to do so. More information on how the law protects you can be found on the [East Suffolk website](#).

Our Responsibilities

UK GDPR provides us with main responsibilities for processing personal data.

All personal information provided by you is held securely and in confidence by us in our computerised and other records. When we process your personal information, we do so in compliance with UK GDPR.

For further information on our responsibilities, please see the [East Suffolk website](#).

Your Rights

The UK GDPR provides you with the following rights:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making
9. The right to withdraw consent
10. The right to complain

Requests in relation to your rights with regards to the personal data we hold should be made verbally or in writing to us the Councillors.

For further information on your rights, please see the [East Suffolk website](#).

Your responsibilities

You are responsible for making sure you give us accurate and up to date information, and to let us know if any personal information we hold is incorrect.

When do we collect information about you?

We collect information about you from different places, including:

- You, to process requests for assistance or respond to your enquiries

What information do we maintain?

The information about you which we will maintain will include:

- Name
- Address
- Contact details
- Details of any concerns you raise

How do we use your information?

We will be using your information to:

- Investigate matters and or concerns you have raised

We will not use your personal data for other purposes other than for what it was collated unless we have obtained your consent or for other lawful purposes (e.g. detection and prevention of fraud).

Please note: if you specifically ask me not to disclose information identifying you to other third parties, it may not be possible for me to progress your requests or queries on an anonymous basis.

We do not use automated decision making.

How long do we keep your information?

We will hold your personal information for as long as we need it to fulfil our obligations, and to comply with any legal requirements for keeping certain types of data.

Data Sharing

We will share your personal information with:

- Third parties such as East Suffolk Council, other local authorities, government agencies, public bodies, health trusts and regulators. To assist with investigating matters/concerns you have raised.

Transferring your information overseas

Currently, we do not transfer any personal information outside of the European Economic Area (EEA).

National Fraud Initiative (NFI)

We may share information provided to us with other bodies responsible for auditing, or administering public funds, or where undertaking a public function, in order to prevent and detect fraud. For further information, see the [East Suffolk website](#).