

## **Privacy Notice for Redbourn Parish Councillor – Parish work**

I understand that as a Parish Councillor I am the data controller for the purposes of managing personal information received in correspondence with local constituents or from others outside of the Council ('you'). This privacy notice explains how I will use your personal data.

### **What information do I collect about you?**

When you communicate with me you will share your personal data. The lawful basis for processing will either be consent or public task. If it is shared on the bases of consent, you will have agreed to share it with me. You will also have given me consent to obtain your personal data from the council, or some other organisation, so that I can help you (Article 6(a) of the UK General Data Protection Regulation (the 'UK GDPR')).

I may also process your personal data in order for me to carry out my duties as a Parish Councillor. In those circumstances, I have authority because I am carrying out a public task (Article 6(e) of the UK GDPR).

If you are providing me with special category personal information (such as details about your health) or criminal convictions data, I will be processing this under articles 9&10. Paragraph 23 & 24 of Part 1, Schedule 1 of the Data Protection Act 2018 allow me to share, and have shared with me, these types of data as a councillor assisting a resident.

### **How will I use the information about you?**

I will use the information you have provided for the purposes for which you shared it, for example, to allow me to access personal data from the council to help you with your complaint or query. I will only share the minimal information that I need to share to help with the complaint or query.

I will ensure that all personal information is kept securely. I will retain paper records securely in a lockable filing cabinet or similarly secure arrangement. Emails stored electronically will be held securely on the council network so that compliant security controls can be applied to information stored on councillors' email accounts. For information I store on my own laptop or elsewhere, I will ensure that it is suitably protected by log on and/or screen lock security; relevant anti-virus and malware software is installed and regularly updated and a firewall applied.

### **How long will I keep this information?**

I will not retain information for longer than necessary. In order to deliver the best possible service to you I will retain some details for a period of 4 years. I will review all the records containing personal data every six months and delete those that are no longer needed. Personal information that relates to live enquiries will be reviewed annually and deleted when it is no longer required.

All emails held on council supplied email accounts will be deleted after 4 years or, 10 days after I cease to be a councillor, whichever is sooner.

## **Individual Rights**

You have a right to request a copy of the personal information that I hold about you. If you would like a copy of some or all of your information, please contact me and ask for a subject access request.

You have the following rights in respect of the information you have consented to share with me:

- To be forgotten. I.e. Your details will be deleted so far as is practicable
- To have me correct an error
- To have me restrict the way I use the information
- To object to me using the information
- To have your information shared at your request (data portability)

If you have relied on my function as a councillor to process your personal data then you will have less rights.

## **How to contact me and how to make a complaint**

Please contact me if you have any concerns about how I handle your personal data. You have a right to complain to the Information Commissioner if you are unhappy with how I process your personal information. You can do so through their website: <https://ico.org.uk/concerns> or by emailing: [casework@ico.org.uk](mailto:casework@ico.org.uk) or calling their helpline on 0303 123 1113