

Councillor Privacy Statement

I am an elected member of Bolsover District Council, representing the residents of my ward. As part of my work in the community I contact officers of the Council and other organisations on your behalf to investigate your concerns and respond to your enquiries.

What type of personal information do I collect and how do I collect it?

When I do constituency work for you, I might collect the following information to help you:

- Name
- Address
- Contact telephone number
- Email addresses

In some cases, such as assisting you with specific issues or specific organisations, I might need additional information such as:

- Your National Insurance Number
- Your date of birth
- Your signature
- Information about your health needs
- Details of family members

On rare occasions I might handle special category data, such as your medical information.

How I collect personal information

I collect information in various ways, for example:

- When we meet in the community or at my surgeries
- When you telephone or email me
- When you send a written letter

What 'lawful basis' do I use to obtain and use your personal data?

There must be a lawful basis to allow me to collect and use your personal information. The following will apply when acting on behalf of constituents:

- Consent – you provide me with your information and ask me to act on your behalf. This will usually be the lawful basis.
- Protect your vital interests – in a life or death situation or to protect you or another person from harm.

- Legitimate interests – I need to process your data for my legitimate interests or the legitimate interests of a third party and these interests are not overridden by any privacy considerations for other individuals.

What is your personal information used for?

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

Will your personal information be shared?

In some cases, to enable me to deal with your issues, I may share your information with other organisations such as:

- Department for Work & Pensions
- National Health Service
- Local authorities e.g. Bolsover District Council, Derbyshire County Council etc.
- Schools
- Charities

Where possible, I will let you know when I have shared the information. In some cases it may not be possible to tell you that information is shared, for example an investigation or a Police matter.

How do I keep your personal information secure?

I will keep your information securely by using appropriate IT equipment issued by the Council together with facilities such as confidential waste collection and destruction. I have received appropriate data protection training and have access to advice and guidance at the Council.

How long will I keep your personal information?

As part of my work keeping track of your case, I will only retain your information for as long as necessary. This period will not exceed 2 years after your case has been dealt with. Some information, such as scheduling meetings is held for less time.

Is your personal information processed overseas?

No, personal data which I process is held on UK servers.

If I do need to send your personal information outside the European Economic Community for any reason (such as using cloud computing servers with overseas data centres) I will let you know and ensure that it is done within the appropriate procedures and safeguards as set down by the Information Commissioner's Office.

Marketing

I will not use your information, or pass it onto another organisation for marketing or sales purposes without your prior express consent.

What are your rights?

Your Information Rights are set out in law. You have a right to:

- To request a copy of the personal information I hold about you;

Subject to some legal exceptions you have the right:

- To have any inaccuracies corrected;
- To have your personal data erased;
- To place a restriction on the processing of your data;
- To object to processing; and
- To request portability of your data

To exercise any of these rights, please contact me directly. My contact information can be found by visiting the 'Find your Councillor' page.

Further information on your rights as a data subject can be found on the Councils [website](#).

If you have a complaint about the way in which your personal data has been handled by me; you are unhappy with how I am looking after your information; or believe I am processing your personal data outside of the law, the first instance you can complain to the Council's Monitoring Officer:

Monitoring Officer
Bolsover District Council
The Arc
High Street
Clowne
S43 4JY

You also have a right to make a complaint to the Information Commissioner's Office about concerns you may have about your personal data.

Information Commissioner's Office (ICO)
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113

www.ico.org.uk

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