

Elected Members - Privacy Notice

This is a privacy notice for *****, an Elected Member of City of Lincoln Council (“the Council”).

My contact details are;

For further information regarding my Attendance record, my Declarations at meetings, my Register of interests and my Voting record can be found on the Council’s website at www.democratic.lincoln.gov.uk

How I collect and use your information

I am an Elected Member for Ward ***** and a member of the *****Party. When I hold your information on your behalf I am what is known as the ‘controller’ of your information and I must protect this information in accordance with data protection laws. I am also registered with the regulator of these laws the Information Commissioner’s Office.

What information do I collect from you?

As an Elected Member I will require personal information from you relevant and necessary to enable me to carry out casework on your behalf including;

- Personal details such as your name, address, date of birth, National Insurance number
- Family, lifestyle and social circumstances
- Sensitive personal information where relevant such as health details
- Education and employment details
- Financial information
- Housing information
- Details of complaints
- Details relevant to your casework including relevant third parties or organisations.

Why do I need this information?

As an Elected Member, I need to use your personal information to enable me to carry out casework on behalf of individual constituents and to look into concerns which are raised.

What legal basis do I have to use your personal information?

I will use your information for the legal reason that it is necessary for the performance of a task carried out in the public interest and to carry out my official functions as an Elected Member as set out in law.

I will ask you to sign an authority form to confirm your consent for me to act on your behalf in relation to a matter. This is for my own records and to enable me to provide this to organisations who may request this such as the Council.

I may not always be required to provide your signed authority form, as you approaching me to request I act on your behalf may be sufficient. You signing an authority however makes

this clear, particularly where your personal information may be sensitive and avoids any unnecessary delay.

If I need to process sensitive personal information about you such as health details then there are a number of legal reasons I may have for using your sensitive information including:

- where it is necessary for reasons of substantial public interest to carry out my official functions as an Elected Member as set out in law and to enable me to respond to your request to take action on your behalf.
- your explicit consent (written consent such as the authority form signed by you)

What will I do with your information?

Where necessary your information will be shared with

- The Council
- Contractors acting on behalf of the Council
- The Council's partner organisations such as DWP and other Council's where required.
- Elected representatives and other holders of public office.

I will not pass your details onto any others unless you consent to this or this is allowed by law.

I will hold your data within the UK.

How long will I keep your information?

Your information will be stored securely and will be retained for a maximum period of 4 years from the date of your enquiry. However, at the end of my term of office all information I hold will be immediately deleted.

How do I access my personal information?

You have the right to request access to your information, to request that it be rectified if incorrect, to object to or restrict its processing and to its erasure in certain circumstances.

For further general information regarding your rights see the Council's privacy notice 'Your data privacy' www.lincoln.gov.uk/privacy-policy/ or the Information Commissioner's Office website www.ico.org.uk.

Please contact me if you wish to exercise any of these rights or you are unhappy with the way of have used your personal data.

The Council's Data Protection Officer can be contacted by email at dpo@lincoln.gov.uk.

If you however you remain unhappy, then you have a right to complain to the Information Commissioner at: - Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone: 01625 545 700 www.ico.org.uk.