



Councillors Privacy Notice

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This document sets out what personal information is processed by me in my capacity as an Elected Councillor and includes who I will share it with; why I am allowed to use your information and how long I will keep it for. I am the Data Controller for the purpose of processing the personal data of my constituents who contact me as their Ward Councillor. You can contact me using the contact details provided on the council's website.

The reasons I use your data

I will use your personal data primarily for constituency casework.

Why I am allowed to use your data

I am allowed to use your personal data as part of my public task, as an elected councillor, or because you have given me your consent because you have asked me to do something on your behalf.

Schedule 1 of the Data Protection Act 2018 covers the processing of personal data by elected representatives responding to requests.

The categories of personal data obtained

Name, address and contact details of my constituents. I may also have information relating to your financial situation where this is relevant to your enquiry.

Special Category Data

I may process the following Special Category Data, if it is relevant to your enquiry:

- race or ethnic origin
 - health
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Who I can share your data with

The reasons I use your data

I will need to share your personal data with officers at Basingstoke and Deane Borough Council in order to progress your enquiry. Where necessary, I will also share your data with other elected members in my ward.

I may also need to share your data with Hampshire County Council, your local MP or other organisations, such as housing associations or the NHS, if the matter you have raised with me isn't covered by the borough council.

I will let you know who I will share your data with.

How long I will keep your data for

I will keep your personal data for as long as it is necessary in relation to the issue you have raised. Once the issue you have raised has been resolved I will dispose of your personal data within a reasonable time period. This is likely to be between six months to four years, or to the end of my term as councillor.

This allows for me to have a record of similar issues being raised in the same area or if the problem you have reported to me needs to be looked at again.

How I will keep your data secure

If you provide data to me electronically, via email to my Basingstoke and Deane Borough Council email address

(@basingstoke.gov.uk), this will be held securely on the council's servers and will be protected by firewalls. Access to this information is restricted by password to me.

If you provide me with hard copy information I will ensure it is kept securely.
