

# East Cambridgeshire District Councillors Privacy Notice

To fulfil the role as an East Cambridgeshire District Council Councillor, the law requires all Councillors to be individually registered with the Information Commissioners Office (ICO) as a Data Controller of personal data. This gives protection to members of the public that any personal information provided to a District Councillor will be dealt with in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

East Cambridgeshire District Councillors are committed to protecting the privacy of their constituents. This privacy notice is intended to inform you, the constituent, on how Councillors collect and use your personal data.

East Cambridgeshire District Councillors commit to:

- Only keep your data to provide services
- Keep your data safe and accurate
- Only keep your data as long as they have to
- Collect, store and use your data in a way that does not break any data protection laws

Data protection law says your personal information can only be used if there is a proper reason to do so; this includes sharing it with third parties. The law says there must have one or more of the following reasons (a lawful basis) to process your personal data:

- When you consent to it, or
- To fulfil a contract we have with you, or
- When it is our legal duty, or
- Fulfilling a vital interest on behalf of the data subject, or
- Fulfilling a public task, or
- When it is in our legitimate interest

## What information will Councillors collect about you?

Councillors will collect personal information that is supplied direct from constituents in relation to matters which they have been asked to pursue, which may include:

- Details of specific cases
- Information provided by signatories on petitions
- Responses to questionnaires, and
- Contact details for the purpose of communicating news and updates

## How your information will be used

Councillors will use your personal data in order to 'fulfil a public task'. The personal information you provide might need to be shared with other Councillors, East Cambridgeshire District Council Officers, your Member of Parliament, government departments or other public bodies, in order to provide the help you have requested or to resolve the issue, concern or complaint that you have raised. Any third parties with whom your Councillor may share your data with are obliged to keep your details secure, and to only use your data for purposes already communicated to you. The

Councillor will only collect from you the minimum possible personal information as necessary to assist you.

### **Your rights relating to your information**

- The right to be informed – this is the information given to you in this privacy notice
- The right of access – you can ask to see the personal information that your Councillor holds about you
- The right to rectification – if you feel your information is incorrect you can ask for it to be corrected
- The right to erase – there are some circumstances when you can ask for your personal information to be erased
- The right to restrict processing – there are some circumstances when you can ask for the processing of your personal information to be restricted
- The right to data portability – in certain situations you may request to acquire and reuse your personal information for your own purposes
- The right to object – you can object to processing if you feel your personal information is not being used for the purposes that you gave it to the Councillor for
- Rights in relation to automated decision making and profiling – you have the right to know if your personal information is used in an automated process which could result in an unfavourable decision against you.

### **The legal basis for processing your information**

Your information is processed as is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. In certain circumstances, the processing of your information will be necessary for compliance with a legal obligation or for the performance of a contract.

### **How we share your information**

Information held by Councillors is solely used for providing services to their constituents and is not made available to any other party other than for the purpose of resolving your issue / complaint, protecting public funds, preventing & detecting crime and checking the accuracy of information.

### **How we hold your information**

Your information will be kept secure and will not be held for longer than necessary to deal with and assist your issue, concern or complaint.

### **Your right to access your information**

In regards to all of the above, you can request access to information that a Councillor holds about you by writing to them. This is called a Data Subject Access Request. Please note: you will be required to provide proof of identity and your request will be responded to within one calendar month (however if the request is complex an extension of this period can be requested).

If the information provided to you is incorrect, you must write to the Councillor and tell them what information is incorrect and ask that it be corrected. If they do not agree that the information is incorrect you may ask them to record your disagreement. There is no charge for this service; however a charge may be incurred if the request is deemed to be manifestly unfounded or

excessive, particularly if it is repetitive. In certain circumstances, it may be the case that your request is denied and the Councillor will write to you and inform you if that is the case.

### **Where can I find more information about my rights?**

The Government has set out a number of data protection principles and rights for you that Councillors must follow when using your personal data. These principles and rights are detailed in the General Data Protection Regulations. If you would like more information about GDPR and the Data Protection Act 2018, this can be obtained from the Information Commissioner's Office through their website at: [www.ico.org.uk](http://www.ico.org.uk) or by phoning the ICO advice line on 0303 123 1113.

### **Queries regarding this Privacy Notice**

If you have any questions or comments about this Privacy Notice please contact: The Data Protection Officer, The Grange, Nutholt Lane, Ely, Cambs., CB7 4EE (email: [dataprotection@eastcambs.gov.uk](mailto:dataprotection@eastcambs.gov.uk))

### **Changes to this policy**

This Privacy Notice may change from time to time. This will replace any previous privacy policy wording and all conditions and terms of use will be in force from the date of publication.