

## **St Cleer Parish Council Councillor Privacy Notice**

Here at St Cleer Parish Council (the Data Controller) we take privacy seriously and will only use your personal information for purposes relating to your employment with us.

### **Information Held About you**

As part of your being an elected representative on St Cleer Parish Council it is necessary for us to collect and hold personal information about you. This information may include:-

- Your name, address, telephone number and other contact information that allows us to meet our organisational and statutory obligations;
- Bank details (in case of payment of allowances);
- Your photograph;
- Your political affiliation;
- A short personal statement.

### **Who is processing my data?**

All personal data held, is processed in accordance with data protection law. The Data Controller for the information outlined in this privacy notice is The Clerk

### **How will we use the Information we hold about you?**

We will collect information about you:-

- To comply with our legal obligations;
- To ensure that the information we hold about you is kept up to date;
- To inform residents of their elected representatives;
- Civic and other duties;
- To provide Member support.

### **What is the legal basis for us to process your data?**

The legal basis for processing the data is:

- Perform a task in the public interest or for our official functions;
- Necessary for compliance with a legal obligation;
- Your consent.

### **Who we will share your information with**

We may share your information with partner organisations, including:-

- With local residents;
- With our employees, agents, professional advisors and other local authorities;
- With other third party contractors who provide services to us;
- Where we are under a legal obligation to do so, for example where we are required to share information under statute, to prevent fraud and other criminal offences or because of a Court Order for example HMRC or the Police.

We will not normally share your information with organisations other than our partner organisations without your consent. However, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

### **How Long do we Keep your Records**

We will only keep your information for the minimum period necessary. The information outlined in this privacy notice will be kept for six years after stepping down from the Council except that which is required for public record, which will be held indefinitely. All information will be held securely and destroyed under confidential conditions.

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**Your rights**

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To exercise these rights, you will need to put your request in writing and provide proof of identification to the Clerk

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

**Providing Accurate Information**

It is important that we hold accurate and up to date information about you in order to assess your needs and delivery the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

**Further information**

If you have any questions or concerns about how your information is used, please contact to the Clerk in the first instance.

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>

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## COUNCILLOR INFORMATION FORM

Please complete and return this form to update the information you gave after your election.

### CONTACT DETAILS

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

### POSTAL ADDRESS

Please provide a postal address so that we can send you Council related communications, if required, by post including summons to meetings should you decline to use St Cleer Parish Council email addresses from 1.9.2020. You must provide your name and address in order for the Council to be compliant with its legal obligation.

- Please indicate if you are happy for the Council to share your postal address with members of the public and on the Council website, in newsletters and any other Council related publications.
- Please indicate if you do NOT wish the Council to share your postal address with members of the public or publish it on the Council website, in newsletters and any other Council related publications. If you tick this box your contact information will be c/o the Council Address

### EMAIL ADDRESS

St Cleer Parish Council will provide you with a Parish Email to comply with GDPR. From 1<sup>st</sup> September 2020 Parish will no longer use personal E mail addresses.

This St Cleer email address will be used for all Parish Communications

### EMAIL:

- Please confirm that you will comply with GDPR in using only your St Cleer e mail address for all Parish matters
- Please indicate if you are happy for the Council to share your St Cleer email address with members of the public and on the Council website, in newsletters and any other Council related publications.
- Please indicate if you do not wish the Council to share your St Cleer email address with members of the public or publish it on the Parish Council website, in newsletters and any other Council related publications
- Please indicate if you request that a named Councillor does not contact you by e mail during the civic year

### TELEPHONE NUMBER

Please provide your contact telephone number(s) so that we can contact you by telephone regarding Council business.

LANDLINE: \_\_\_\_\_

MOBILE: \_\_\_\_\_

- Please indicate if you are happy for the Council to share your LANDLINE telephone number(s) with members of the public and on the Parish Council website, in newsletters and any other Council related publications.
- Please indicate if you are happy for the Council to share your MOBILE telephone number(s) with members of the public and on the Parish Council website, in newsletters and any other Council related publications.

Please indicate if you do NOT wish the Council to share your number(s) with members of the public or publish it on the Parish Council website, in newsletters and any other Council related publications. Your telephone contact information will be via the Clerk and forwarded on to you as appropriate.

**Your declaration:**

I understand the following:

**You will use the information I have provided to meet the legal obligations of the Council and to help support my role as a St Cleer Parish Councillor.**

COUNCILLOR SIGNATURE:

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DATE:

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**Received by**

NAME:

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DATE:

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