

# Privacy notice

## My commitment to your data privacy

This Privacy Notice explains how I as your Councillor collect, use and protect personal data when responding to your queries and investigating your concerns (casework).

## Purposes for processing your personal details

Your details will only be used for the following specific purposes:

- To progress your case to a satisfactory conclusion
- To find out details about your case from relevant Council departments or other organisations who may also hold your data
- To communicate with you about your case

## What is the legal basis for processing your personal data?

Depending on how your personal data is processed will determine the legal basis for processing. Generally, the legal bases for processing your personal details for casework as a Councillor are:

1. With your explicit consent (Articles 6(1) (a) and 9(2)(a) GDPR).
2. To comply with a legal obligation (Article 6(1)(c) GDPR); The Data Protection (Processing of Sensitive Personal Data)(Elected Representatives) Order 2002
3. In the following rare cases, I may also process data under the lawful basis of:  
Working in your 'legitimate interest' (Article 6(1)(f) GDPR); or  
In your 'vital interests' (Life or death situations) of yourself or another person (Article 6(1)(d) GDPR).

## Types of personal data

Types of personal data that could be needed to respond to your queries and investigate your concerns (casework) are:

- Name
- Address
- Email Address
- Telephone Number(s)
- Date of Birth
- Reference numbers issued by third parties in relation to your case

On very rare occasions there may need to process Special Category Data such as:

- Racial or ethnic origin
- Political opinions
- Religious beliefs
- Trade union membership
- Health
- Sexual life or Sexual Orientation

And other sensitive data such as:

- Criminal activity
- Court proceedings

However this will only be used with your explicit consent for a purpose you are aware of and stored for only as long as you consent or until the matter is resolved.

### **How I will protect your data**

I will take appropriate steps to make sure I hold records about you (on paper and electronically) in a secure way, and I will only make them available to those who have a right to see them.

### **People I may share data with**

I may pass your personal data on to a third-party in the course of dealing with you, such as Wirral Council and its contractors, other public bodies, health trusts, regulators etc.

Any third parties that I may share your data with are obliged to keep your details securely, and to use them only for the basis upon which they were originally intended.

When they no longer need your data and have no lawful basis for holding the information further they are required to dispose of the data in a secure manner.

Your personal data for the purposes described will not be used in a way that goes beyond your reasonable expectations.

### **How long will I keep your personal data**

Casework and policy queries are often revisited to provide the best service and representation for constituents, from whom there may be a continued need to receive correspondence. Your personal details will be held for a reasonable time period following:

- the conclusion of your query, complaint or issue; or
- the purposes for processing have been achieved.
- or safely disposed of sooner when you specifically request it.

### **Your responsibilities**

It is important that the personal data I hold about you is accurate and current. Please keep me informed if your personal data changes during the processing of your query or the investigation of your concerns (casework)

### **Your rights in connection with personal data**

You have the following rights with respect to your personal data:-

When exercising any of the rights listed below, in order to process your request, I may need to verify your identity for your security. In such cases I will need you to respond with proof of your identity before you can exercise these rights.

1. The right to access personal data I hold on you

- At any point you can contact me to request the personal data I hold on you as well as to ask me why I hold that personal data. You can ask me who has access to the personal data and where I obtained the personal data from. Once I have received your request I will respond within one month.
  - There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.
2. The right to correct and update the personal data I hold on you
    - If the data I hold on you is out of date, incomplete or incorrect, you can inform me and your data will be updated.
  3. The right to have your personal data erased
    - If you feel that I should no longer be using your personal data or that I am unlawfully using your personal data, you can request that I erase the personal data I hold.
    - When I receive your request I will confirm whether the personal data has been deleted; or state the reason why it cannot be deleted for example because I need it for to comply with a legal obligation.
  4. The right to object to processing of your personal data or to restrict it to certain purposes only
    - You have the right to request that I stop processing your personal data or ask me to restrict processing. Upon receiving the request I will contact you and let you know if I am able to comply or if I have a legal obligation to continue to process your data.
  5. The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained. You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
  6. The right to lodge a complaint with the Information Commissioner's Office.
    - You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

### **Transfers outside the European Economic Area**

- Personal information is not shared regularly beyond the European Economic Area (EEA). Transferring personal data to a country beyond this area can only take place if the destination has been the subject of an adequacy decision that it meets certain criteria set by the European Commission. What this means is that I could only send information to a country if it meets very strict standards or your consent to this transfer is provided.
- If ever a situation arose whereby your personal information might be transferred outside of the EEA, you would be notified beforehand and consent sought if required and recorded, providing it did not conflict with a legal obligation which has been imposed.

**Contact details of the Data Controller**

For the purposes of processing your personal data I am the Data Controller and am contactable by my Councillor contact details.

**Other**

As a Councillor I also have a role within Wirral Council which involves attending committees tasked with the development of policies and strategies which includes budget setting. Any personal details held in the performance of these functions are processed under the Privacy Notice of Wirral Council.

See [Wirral Council Principal Privacy Notice](#)

When involved in campaigning or issuing newsletters any personal details held in the performance of this processing are under the Privacy Notice of the political party I represent.

**Changes to this Privacy Notice**

This notice was last updated in May 2018.