

Privacy Notice – Councillors of Eastleigh Borough Council

As an elected Councillor within the Borough of Eastleigh, I am the data controller (registered with the Information Commissioners office) accountable for the processing of personal information in connection with requests received from constituents. This means I need to collect your personal data so that I can process your request for assistance or respond to your enquiry. I will only collect the personal data from you that I need in order to provide you with relevant information, services or support.

Data controller

As a Data Controller I must:

- Process your data in a lawful, fair and transparent way;
- Only collect your data for explicit and legitimate purposes;
- Only collect data that is relevant, and limited to the purpose(s) we have told you about;
- Ensure that your data is accurate and up to date;
- Ensure that your data is only kept as long as necessary for the purpose(s) we have told you about;
- Ensure that appropriate security measures are used to protect your data

What is personal data?

- Personal data can be anything that identifies and relates to a living person. This can include information that when put together with other information can then identify a person. For example, this could be your name and contact details.
- The law treats some types of personal information as 'special' because the information requires more protection due to its sensitivity. This information consists of:
 1. Racial or ethnic origin
 2. Sexuality and sexual life
 3. Religious beliefs
 4. Trade Union membership
 5. Political opinions
 6. Genetic or bio-metric data
 7. Physical or mental health
 8. Criminal convictions and offences

Why do I need your personal information?

When you ask for my help and assistance, I will need to collect some information from you.

Category of Personal data	Purpose
Name, address, contact details and details of your concern or query (which may or may not include sensitive information depending on the nature of the request), DOB, Signature, details of family members, NI number, photographs etc.	<ul style="list-style-type: none">• To investigate and respond to your request for advice, guidance or information• To investigate to an enquiry or complaint you have contacted me about.
Who may we share your data with	<ul style="list-style-type: none">• Councillors and other relevant Council officers in order to investigate and respond or to log as a formal complaint if necessary.• Local Government Ombudsman – if a complaint escalates• Other local authorities, government agencies, public bodies or other third parties relevant and necessary to the issue raised.

How the law allows me to use your personal information

The law requires that I provide you with information about the lawful basis on which I will process your personal data, and for what purpose(s).

Most commonly, I will process your data on the following lawful grounds:

- Where it is necessary to comply with a legal obligation;
- Where it is necessary for the performance of a task in the public interest;
- Where it is necessary for our legitimate interests;
- Where it is necessary to perform the contract we have entered into with you;

In a small number of cases and where other lawful bases do not apply, I will process your data on the basis of your consent.

When I collect special category information about you (for example details of a health condition), I will collect it because:

- It is necessary to protect your (or someone else's) vital interests and you (or they) are unable to give consent
- It is necessary to establish, exercise or defend a legal claim
- It is necessary for reasons of substantial public interest

In some cases I will share your data with other organisations, but will only do this where I have a lawful reason to. When I collect your data I will let you know who I will share it with.

Where you have given me consent to use your personal information you can withdraw this at any time by contacting me.

How long is your data kept?

Your personal information is retained for as long as necessary to fulfil the purposes I collected it for, including for the purpose of satisfying any legal, accounting or reporting requirements. This is normally for 6 years, but may vary depending on the type of issue.

Any information I hold at the end of my term in office will be either passed to the appropriate council representative or securely destroyed.

Your Information Rights

Subject to some legal exemptions, you have the following information rights as an individual in respect of the information I hold about you.

- To have inaccuracies corrected
- To have your personal information erased
- To place a restriction on my processing of your personal information
- To object to processing and
- To request your data to be transmitted (data portability)
- To request a copy of your information

If you wish to exercise any of these rights, please contact me and I will consider your request. I may not be able to put your request into effect if the information is subject to a legal exemption.

If you have concerns about the way I collect or use your personal data, I ask that you raise your concern with me in the first instance. Alternatively, you can contact the Information Commissioner's Office for more information about Data Protection, or if you wish to make a complaint relating to how your personal data has been used.

The Office of the Information Commissioner

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