

## Nottinghamshire County Councillor John Clarke

### Looking after your Personal Information

This privacy notice details the manner in which I may handle personal information about you in my role as your local County Councillor.

I also handle personal data about people as part of my responsibilities at the County Council, for example when I take part in committee meetings. The County Council has published a [Privacy Statement](#) on its website.

#### Types of personal data I may collect in my role as your local County Councillor

- Name
- Address
- Telephone number
- Email address
- Photographs
- Any other details regarding your personal circumstances that you choose to provide to me to help deal with your query (including details about another person who has asked you to act on their behalf)

#### The purposes for which the information will be used

- To provide advice, if you request it
- To investigate any issues or concerns you may raise with me
- To find out about your involvement with any other public authorities, if you ask me to
- To prevent or detect fraud or other crime

#### What will happen if you do not provide the personal data requested

I may not be able to assist you fully with your query, or to contact you with a reply.

#### Organisations and individuals I may share this information with or obtain personal data from

- Nottinghamshire County Council
- Organisations providing services on behalf of Nottinghamshire County Council, for example Via East Midlands which provides highways services on behalf of the County Council, and organisations providing care services on behalf of the County Council
- Organisations that work in partnership with Nottinghamshire County Council, for example the NHS
- Other public authorities, for example if your query relates to a service provided by the district/borough council rather than Nottinghamshire County Council
- Your MP or other relevant elected representatives where you have also asked them to assist you
- No information I hold about you in relation to my role as a County Councillor is used for party political purposes.

#### The legal basis under which I may use this information

- I need to process your information so that I can carry out my responsibilities as a Councillor. Data protection law describes this legal basis as, **necessary for performance of a public task**, or, **in the public interest**.
- I may need to process special categories of personal information in order to assist you, for example information about your health and social care needs. Where this is necessary, data protection law describes this legal basis as, **substantial public interest**.

- I do not normally need your consent to collect or process your personal information. This is because I need the information in order to help with your case.
- I may need to request your consent in order to obtain information about you from organisations.

### **How I store and transfer the data**

- I will store the data in computer and/or manual record systems. I use computer systems provided by Nottinghamshire County Council that are encrypted and secure. Any paper information is stored in a lockable cabinet and disposed of using the County Council's confidential waste facilities.
- I may transfer your data either by email using my Nottinghamshire County Council email account, by phone (for example when I call an officer at the County Council to ask about your case) and by letter. Where a letter includes sensitive information, such as information about your health and social care needs I may hand-deliver it or send it by recorded delivery. I use the County Council template letter, which includes the words, 'Private and Confidential, to be opened by addressee only'.

### **Transferring personal data overseas**

- Data may be transferred overseas where the County Council's computer systems arrange for overseas storage. The Council's [Privacy Statement](#) includes information about the safeguards that are in place.

### **How long personal data is held**

- I will process your personal data for as long as it takes for me to investigate your case and to provide you with a response.
- If I am no longer your local County Councillor, for example if I am not re-elected, your records will be deleted within six months after I cease to be a councillor.

### **Your rights**

You have rights over the use of your personal data. Your rights include:

- the right to access a copy of your personal data
- the right to ask for your personal data to be corrected or deleted,
- the right to object to use of your personal data
- The right to complain if I refuse a request that you make to exercise your rights and you are not happy with my decision/reasons
- The right to withdraw consent

### **Contact details of the Information Commissioner's Office:**

If you are unhappy with how your data has been handled by me or you feel your data protection rights have been breached you have the right to complain to the Information Commissioner's Office at <https://ico.org.uk/>.

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

### **More information**

This notice was last updated on 17<sup>th</sup> July 2019