

NCC-041684-19 managing representations from elected members

- A copy of the protocols and procedures in place to accept representations from elected members on behalf of a data subject
- Do you accept verbal representations?
 - If, so do require a subsequent written proof?
- How do you manage verbal representations?
- What protocols and procedures do you have in place for staff to ensure they do not release personal or sensitive information to elected members without proof of consent?
- Do you forward the data subjects personal information in response to an elected member representation to non-corporate email accounts?
- Do you have a separate protocol or procedure for the release of sensitive data?
- Can you include a copy of any training slides, notes or guidance given to staff concerning managing representations from elected members?

Please see below in response to your request for information:

The Council currently has no specific written protocols or procedures relating to representations from elected members on behalf of a data subject . Advice on the disclosure of personal information to elected representatives and others is available from the Council's Information Governance Team, Complaints and Information Team or Legal Services who would advise that representations are submitted in writing from and responded to an official email address.

Regarding the release of personal or sensitive data, advice is available from the teams referred to above around the circumstances in which this may be permissible, including consideration of any current ICO guidance on this topic.

There are currently no specific training slides on this subject.