**County Borough Councillors**

**Privacy Notice**

1. This privacy notice will help you understand what personal information your Councillor will collect from you in order to advise and assist you, and advocate on your behalf. It explains how he/she stores and uses that information, and the choices you have about how it is used once you have provided it to him/her.

2. As an NPTCBC Councillor, he/she is tasked with providing advice and assistance on a range of issues to residents in the electoral ward which he/she represents (and within which you are a resident).

3. In order to provide you with this assistance, he/she will need to collect and store your name, address and other contact details alongside other personal information about your particular issue or matter. For example, some of this information may be sensitive personal information in regards to [but not limited to] your health or financial matters etc. As your Councillor he/she will only collect and record personal information that is necessary for him/her to provide you with such assistance as you have requested from him/her.

4. The original source of the information that he/she may hold on you will be what you provide directly to him/her when you requested his/her assistance. You may also authorise him/her to obtain further personal information about you from NPTCBC officers and/or Councillors in order for him/her to provide you with proper assistance.

5. As your Councillor he/she is obliged, under the General Data Protection Regulation 2016, to treat all the personal information which you provide to him/her along with all other personal information that he/she obtains from other sources only for the purpose of providing you with assistance in dealing with the matter which you have with the Council. For the purposes of the General Data Protection Regulation 2016 your Councillor is a designated Data Controller. As a Data Controller he/she must therefore comply with all the requirements of the Regulation.

6. In providing him/her with your personal information you hereby acknowledge that he/she is the Data Controller for all the personal information you provide him/her (for the purpose of the General Data Protection Regulation 2016 (GDPR) and the Data Protection Act 2018 (DPA)) and you are consenting to him/her using your personal data for the purposes set out in paragraph 8 below.

7. As you are consenting to the Councillor’s use of your personal data please be advised you may withdraw your consent to this processing at any time by notifying him/her in writing.

8. The personal data which he/she collects from you will be used by him/her for the following purposes:

 a. To advise and assist you and/or

 b. To advocate on your behalf

 in matters and/or issues you have with the Council.

9. As a Data Controller he/she is required under GDPR to inform you which of the Article 6 GDPR “Data Processing Conditions” he/she is relying upon to lawfully process your personal data. In this respect please be advised that in regards to the data provided by you he/she is relying on the following Article 6 condition;

 “The data subject has given consent to the processing of his/her personal data for one or more specific purposes.” (Article 6(a) GDPR).

10. The Councillor may share your personal data securely with the following third parties:

 a. NPTCBC Councillors

 b. NPTCBC Officers

11. The personal information collected from you will be securely held by him/her for a period of:

 2 years following the conclusion of his/her involvement in the matter/issue which you requested him/her to provide you with assistance on.

12. He/she will not transfer any of your personal data outside of the European Union. All processing of your personal data by him/her will be carried out in the United Kingdom or other European Union countries.

13. He/she will not use your personal data for the purposes of automated decision making.

14. Please be advised that under GDPR individuals are given the following rights in regards to their personal data:

i. The right of access to their personal data held by a data controller.

ii. The right to have inaccurate data corrected by a data controller.

iii. The right to have their data erased (in certain limited circumstances).

iv. The right to restrict the processing of their data by a data controller (in certain limited circumstances).

v. The right to object to their data being used for direct marketing.

vi. The right to data portability (i.e. electronic transfer of data to another data controller).

Further information on all the above rights may be obtained from the Information Commissioner’s website: www.ico.org.uk.

15. In the event that you have any queries regarding the Councillor use of your personal data, you wish to have access to the same or you wish to make any complaint regarding the processing of your personal data please contact him/her in writing.

16. The Information Commissioner’s Officer (“ICO”) is the supervisory authority in the UK established to ensure that you data rights are upheld and your Councillor is responsible to this body for ensuring that all the personal date you provide to him/her is processed and controlled in a fair, lawful and transparent manner. Please be advised that in the event that you make a request or a complaint to him/her (see 15 above) and you are dissatisfied with the response you are entitled to complain directly to the ICO. Details of the ICO’s contact details and further information on your rights may be obtained from the ICO’s website – [www.ico.org.uk](http://www.ico.org.uk).