

Burnley Borough Council

Elected Councillor Privacy Notice

In my role as an elected Councillor to Burnley Borough Council I am registered with the Information Commissioner's Office (ICO) as a data controller, this is in relation to the processing of personal data by me when I am representing residents (constituents) in my Ward.

As part of my work I will contact Council officers and other organisations on the behalf of constituents to investigate their concerns and to progress and respond to enquiries raised with me in my role as Councillor.

Personal data

This notice explains how I might receive, use and share constituents personal data, that can be provided on paper, by an online form, telephone calls, social media, by email or in person for example.

This information might include name, address, contact details; photographs or details of family members.

Where relevant I may receive and use constituent's personal data such as information about racial or ethnic origin, political opinions, religious or philosophical beliefs or information relating to health and medical needs. This is called special category information.

It is necessary for me as a Councillor to have a lawful basis upon which to collect, use and share constituent's personal data (including special category data). When I do this it will be because constituents have given me consent to do so or because it is necessary for the following reasons:

- For legitimate reasons such as dealing with constituents enquiries, issues or complaints
- To protect constituents, or another person's, vital interests or to protect them from harm

Where I use special category information about constituents (for example medical details) I will do so with:

- Informed consent, usually in writing
- To establish, exercise or defend a legal claim
- Where it is necessary for reasons of substantial public interest

Use of Personal data

I will use personal data to respond to constituents requests for advice, guidance or information; or to investigate or respond to a constituent's enquiry or complaint.

There may be some circumstances where I need to share personal information with other individuals or organisations to progress an enquiry etc. This would include other Councillors, Council Officers, emergency services, the NHS, MPs, Government departments, schools or voluntary organisations.

In order to keep track of enquiries I will hold information. This would normally be for the term of my office, but may vary dependent upon the specific issue. At the appropriate time, information will be securely destroyed.

Constituent's information would not normally be sent or stored overseas. If for any reason this was necessary, constituents would be informed, and arrangements would comply with the appropriate procedures and safeguards as required under the General Data Protection Regulation (GDPR).

If at any time you wish to withdraw consent for me to process any data you have previously granted consent, then let me know.

Constituents Rights

Subject to legal exemptions constituents have the following information rights as an individual in respect of the information I hold about them:

- To have inaccuracies corrected
- To have personal information erased
- To place a restriction on how I process personal data
- To object to processing
- To request your data to be transmitted
- To request a copy of their personal data

To exercise any of these rights please contact me in order that I can consider the request.

The Information Commissioner provides advice and guidance to anyone who wishes to find out more about data protection <https://ico.org.uk> Helpline 0303 123 1113