

Privacy Notice – Elected Members

This document explains what personal information I collect from you in order to advise and assist you and advocate on your behalf. It also explains how your information will be stored and the choices you have about how it is used once you have provided me with your personal information.

The use and disclosure of personal data is governed by data protection legislation. I am registered with the Information Commissioner as a data controller for the purposes of the Act. As such I am obliged to ensure that I handle all personal data in accordance with the law.

Why do I handle personal data?

As an elected member of Bridgend County Borough Council I am tasked with providing advice and assistance on a range of issues to residents in the electoral ward I represent. You can find out more information about elected members on the Council's website: <https://www.bridgend.gov.uk/my-council/democracy-and-elections/councillors-and-elected-representatives/> This will also display my contact details.

In order to provide you with assistance it will be necessary for me to collect and store your personal information alongside other information about a particular situation. Some of the information you provide may be sensitive (such as health, financial, religion, ethnicity). I will only collect and record your personal information that is necessary to carry out the task that you have asked me to assist with.

What type/classes of personal data do I handle?

In order to assist you and carry out the purposes described above I will need to collect some information from you. This will generally include personal information such as your name, address and contact information together with details of your concern.

The Data Protection Act treats some types of personal information as 'special category data' because the information requires more protection due to its sensitivity. This information consists of:

- Sexual life or sexual orientation
- Religious or philosophical beliefs
- Trade union membership
- Political opinions
- Genetic and biometric data
- Physical or mental health
- Racial or ethnic origin

It will only be necessary for me to collect this type of information where it is of relevance to the request you are making. I will only use appropriate personal data necessary to fulfil a particular purpose or purposes. Personal data could be information that is held on a computer, in a paper record, but it can also include other types of electronically held information e.g CCTV images.

In representing my constituents I will from time to time also process personal information relating to:

- Employees working in the Council and/or other public sector, third sector or private sector organisations
- Elected representatives and others in public office
- Relatives, guardians and associates of the constituents I represent
- Complainants and enquirers

Where do I obtain personal data from?

The original source of all the information that I hold on you is what you have provided yourself when you directly approach me with your problem or concern. I may also receive information from organisations or individuals in the course of my enquiries but that information will only be used to progress the problem or concern you have raised.

Who will your personal data be disclosed to?

Your personal information will be treated with the utmost confidence and is not routinely shared with anybody else unless the law requires or permits the sharing of information e.g crime prevention, safeguarding or it is necessary for the purpose of progressing and responding to your request.

The personal information you provide and I may receive from a third party in the course of my enquiries will only be used to progress the problem or concern you have raised. Your personal data will not be used in a way that goes beyond your reasonable expectations.

By way of example third parties may include:

- Council officers
- Local and/or central government
- Landlords
- Healthcare, social and welfare advisers
- Elected representatives and other holders of public office
- Statutory law enforcement agencies and investigating bodies

Any third party with whom I share your data is obliged to keep your details secure and to only use your data for the purpose communicated to you.

If you specifically ask me not to disclose information identifying you to other third parties it is necessary for me to contact, I will try and respect that. However, please note that it may not be possible to progress a matter for you on an anonymous basis.

What is the legal basis for processing your personal data?

The legal bases I rely on for processing your personal information in relation to responding to your problem or concern is:

- Your consent (or any other relevant persons where this is appropriate)
- Necessary in pursuit of my legitimate interests as an elected representative and those of my constituent
- Discharging functions as an elected representative for the purpose of responding to requests from constituents where this is permissible without explicit consent under one of the conditions specified in Schedule 1 of the Data Protection Act 2018

What about the security of your personal data?

As a data controller I take the security of all personal data under my control very seriously. I will ensure that reasonable security measures are taken to ensure that personal information within my control is protected from accidental loss or alteration, inappropriate access, misuse or theft. I will ensure that procedures are continuously managed and enhanced to ensure up to date security.

What are your rights in relation to your personal data?

You have the following rights:

- Right of access – you have the right to request a copy of the information I hold about you
- Right of rectification – you have a right to correct data if you believe that the information I hold about you is incomplete or inaccurate
- Right to be forgotten – in certain circumstances you can ask for the data I hold about you to be erased
- Right to restriction of processing – where certain conditions apply you have the right to ask me to restrict the processing of your data
- Right to object – you have the right to object to certain types of processing, such as direct marketing
- Right to object to automated decision making

If you wish to exercise any of your rights please contact me at the addresses given on the Council's web page at: <https://www.bridgend.gov.uk/my-council/democracy-and-elections/councillors-and-elected-representatives/>

Is your personal information transferred beyond the European Economic Area?

Personal data within my control will not be sent beyond the EEA.

How long is your personal information kept?

Personal data held for the purposes of responding to your request and obtained in the course of my enquiries, will only be kept for as long as the law specifies or where the law does not specify this, for a suitable length of time after your case/enquiry is closed.

Complaints

If you have concerns about the way I have handled your personal information you have the right to complain to the Information Commissioner for Wales (ICO) if after contacting me about a data protection concern, you are not satisfied with my response.

The ICO is the supervisory authority in the UK established to ensure that your data rights are upheld and I am responsible for ensuring that all personal data you provide me with is processed and controlled in a fair and lawful manner.

The ICO can be contacted at:

Information Commissioner's Office – Wales
2nd Floor
Churchill House
Churchill Way
Cardiff
CF10 2HH
Telephone: 02920 678400 Fax: 02920 678399
Email: wales@ico.org.uk
Website: <https://ico.org.uk/>

You can also make a complaint about a Councillor's conduct to the Public Ombudsman for Wales by visiting their website and downloading a complaints form: www.ombudsman-wales.org.uk