



## MONMOUTHSHIRE COUNTY COUNCIL DATA PRIVACY NOTICE

<b>Directorate:</b>	n/a
<b>Service Area:</b>	County Councillor
<b>Contact Details:</b>	Democratic Services
<b>Privacy Notice Name:</b>	Cllr Louise Brown

### How we will use your information

Your Councillor may have obtained the following categories of your personal data:

General categories:

(please list all personal information types you are processing, some examples are below):

- Contact Details
- Address Details
- Case Work Information

#### Source of your personal data

- a. If you would like further information on the source of this information please contact your County Councillor. You can find your councillor online at the following link: <https://democracy.monmouthshire.gov.uk/mgFindMember.aspx>. You may be required to apply for this information as a Subject Access Request.

### Your Obligations

#### You have an obligation to provide the information requested

- a. There is a statutory obligation for you to provide the information requested as detailed below in order to enable me to carry out my public duty as a County Councillor. Without your information I may/will be unable to provide this service/public task.

### Purpose and legal basis for using your information

#### Our legal reason(s) for using your information:

- a. Processing is necessary for the performance of a public task
- b. Processing is necessary under legitimate interests in performing my duties as Councillor.

The GDPR provides extra protection for certain classes of information called 'special categories of personal data e.g. race, ethnic origin, health or sexual orientation. If any of the information you provide falls within this category, then more than one condition will be identified above. For further information on legal basis please visit [www.ico.org.uk](http://www.ico.org.uk)

### Who will have access to your information?

The Data Controller for your information is your County Councillor. You can find your councillor online at the following link: <https://democracy.monmouthshire.gov.uk/mgFindMember.aspx> along with contact information.

#### These are the organisations your councillor may share your data with:

Monmouthshire County Council  
Town/Community Council & Councillors



## **MONMOUTHSHIRE COUNTY COUNCIL DATA PRIVACY NOTICE**

Other public bodies relevant to individual query for example Monmouthshire Housing Association. A full list of public bodies and representatives appointed to them is available on the Monmouthshire County Council website.

Political parties and party workers for campaigning purposes

### **Requests for information**

All recorded information held by your councillor may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and General Data Protection Regulation including any other Data Protection law.

If the information you provide is subject to such a request, where possible your councillor will consult with you on its release. If you object to the release of your information they will withhold your information if the relevant legislation allows.

### **How long will we retain your information?**

How long your councillor will retain information is determined through statutory requirements or best practice.

Information will be retained dependent on the reason for you contacting them in their role as a councillor and dependent on the closure of the issue. If for any reason, a councillor no longer remains in their elected role any records obtained in their role as a councillor will be destroyed.

### **Campaigning / Right to inform**

As an elected representative, legislation entitles them to a copy of the full electoral roll from Monmouthshire County Council for the area they represent to enable them to carry out their duty as a councillor. The electoral roll will provide them with the name and address of everyone registered to vote within their area. No person that is supplied with a copy of the register may supply a copy of it to any other person, disclose any information contained in it that is not contained in the open register nor make use of any information contained in it other than for the purposes for which they are entitled to receive it.

*SI 2001/341 Regulations 94-109*

### **Your Rights**

**Your rights under the General Data Protection Regulation are:**

- The right to be informed
- The right of access
- The right to rectification
- Rights in relation to automated decision making and profiling.
- The right to compensation if your councillor fails to comply with certain requirements of General Data Protection Regulation in respect of your information.

For further information please refer to [www.ico.org.uk](http://www.ico.org.uk)

### **Complaints Procedure**

If you object to the way that your Councillor is handling your data, you have the right to complain. Please contact your Councillor detailed at the top of this document outlining your issues. Please follow this link for further information on the complaints process.

If you remain unhappy you also have a right to complain to the Information Commissioner's Office [www.ico.org.uk](http://www.ico.org.uk)



**MONMOUTHSHIRE COUNTY COUNCIL DATA PRIVACY NOTICE**

**Privacy Notice No:** (This will be allocated after complete)  
**Date Created:** 29/05/2018  
**Date Published:** 29/05/2018  
**Version Number:** Number 01

---