

South Derbyshire District Council Privacy Notice – Elected Members



1.0 Who we are?

South Derbyshire District Council's ("the Council") Councillors may use your personal information to help you with ward-related matters you refer to them.

Our Data Protection Officer can be contacted at Civic Offices, Civic Way, Swadlincote, Derbyshire, DE11 0AH, by emailing dataprotectionofficer@south-derbys.gov.uk or telephoning 01283 595 795.

2.0 Why we process your data?

Councillors can process your personal information under the Local Government Act 1972, the Localism Act 2011, and the Data Protection Act 2018 Schedule 1, Part 2, 18-19 (Elected Representatives responding to requests and Disclosure to Elected Representatives).

Councillors may process your personal information for the following purposes:

- To allow them to answer your enquiries.
- Where you have agreed, for the purpose of resolving issues that you have asked them to look into on your behalf.

3.0 Who we share your data with?

Councillors may sometimes share your personal information with the following organisations:

- Other public authorities and public partnerships (e.g. councils, schools, NHS providers, Police, government departments etc.)

4.0 How we keep your data secure in other countries?

Councillors do not transfer your personal information to third parties in other countries.

5.0 How long we keep your data for?

Councillors can keep your personal information after your issue has been resolved, or until they cease to be a Councillor, if this is a shorter period of time.

6.0 Your rights

You have the following rights:

- To ask for a copy of the personal information held by Councillors
- To ask them to delete personal information that is no longer needed
- To ask them to correct personal information that is incorrect
- To ask them to stop processing your personal information temporarily if you think it is incorrect

- To ask them to let you take a copy of your personal information in a portable format to another organisation

You can put in a request for any of these by emailing our Data Protection Officer dataprotectionofficer@south-derbys.gov.uk

If you gave your Councillor your personal information with consent, you have the right to withdraw that consent at any time.

7.0 Profiling and automated decisions

Councillors do not currently undertake any profiling activities or take automated decisions about you.

8.0 Keeping your data up to date

We want to ensure any information we hold is accurate. You can help us by promptly informing us of any changes to the information we hold about you.

9.0 Under 13s

If you are aged 13 or under, please get your parent/guardian's permission whenever you provide us with personal information.

10.0 Where can I get advice and more information?

We want to ensure any information we hold is accurate. You can help us by promptly informing us of any changes to information we hold about you. If you have any concerns or questions about how your personal information is handled, please contact our Data Protection Officer by emailing dataprotectionofficer@south-derbys.gov.uk or by telephoning 01283 595795.

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545 745 (national rate number).
Email: casework@ico.org.uk.

Further guidance on the use of personal information can be found at www.ico.org.uk.