

Privacy Notice for Councillor

As a representative of residents of my ward I am the Data Controller. A search of the Members page on [Canterbury City Council's website](#) will provide you with my contact details.

Processing activity - I will process personal information in order to enable me to carry out casework on behalf of constituents. Where I intend to process your personal information for a purpose other than that for which the personal information was collected, I will provide you with details on that other purpose before doing so.

Information requirements – my processing activities may include basic information such as name, address and contact details but may also include specific and detailed data, including sensitive personal data related to the casework I am undertaking.

Lawful basis – the lawful basis for my processing of your personal information is likely to be Public Task, and in some circumstances, Consent. Personal information which is categorised as Special Category Data is processed on the lawful basis of Substantial Public Interest as allowed under Schedule 1 Part 2 of the Data Protection Act 2018 'elected representatives responding to requests'. In some circumstances I may need Explicit Consent to process Special Category Data. If I need Consent, I will ask for it.

Data sharing – I may need to share your personal data with other parties. This is likely to include Canterbury City Council and the organisations they use to perform their functions, other appropriate councillors and your local Member of Parliament.

Retention period - I keep your personal information for the minimum period necessary, usually no longer than 4 years. All information will be held securely and disposed of confidentially.

Your rights

The right to access personal information that I hold about you	You have the right to obtain from me confirmation that your personal information is being processed and access to your personal information. This is so that you are aware of and can verify the lawfulness of processing. There is generally no charge for this. I will provide your personal information without delay and generally within one month of receipt of your request.
The right to rectification of your personal information	You have the right to have any personal information which I hold about you rectified if it is inaccurate or incomplete. I will generally deal with your request within one month.
The right to erasure of your personal information (this is sometimes called the 'right to be forgotten')	There are some specific circumstances where the right to erasure does not apply and I can refuse to deal with a request for example, where I am under a legal obligation to process your personal information in order to perform a task in the public interest or for archiving purposes in the public interest
The right to restrict processing of your personal information	You have the right to restrict processing of your personal information in certain circumstances. Where processing is restricted, I am permitted to store your personal information, but I may not process it further. I can retain just enough information about you to ensure that the restriction is respected in future.
The right to object	If I am processing your personal data based on the lawful basis of Public Task , you have the right to object on 'grounds relating to your particular situation'. I will have to demonstrate why it is appropriate for me to continue to use your personal data.
The right to withdraw consent	If I am processing your personal data based on the lawful basis of Consent, you have the right to withdraw your consent.
The right to lodge a complaint	If you wish to complain about how I am processing your personal information you have the right to complain to the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF www.ico.org.uk

For further details please refer to Canterbury City Council's [Privacy Notice](#) and [Data Protection](#) page.