

# Elected Members Privacy Notice

version 1.0

## Introduction

Elected members are elected to represent their community on the Council.

Elected Members must ensure that any personal information they hold or use in their office as an elected member for council business is treated in line with data protection legislation (UK GDPR and the Data Protection Act 2018 (DPA)).

Elected Members will receive information from Worcestershire County Council as a part of their role as an elected member (e.g. where an elected member sits on a committee or panel). In such cases, Worcestershire County Council is the data controller for this information. Worcestershire County Council's [Full Privacy Notice](#) provides information about how the Council handles your data.

Each individual Elected Member at Worcestershire County Council is also an individual data controller in respect of the casework that they undertake for their residents. As part of their work in the community, elected members contact officers of the Council and other organisations on your behalf to investigate your concerns and respond to your enquiries, this is often referred to as 'casework'.

This privacy notice sets out how Elected Members will use your personal data to process enquiries and / or correspondence.

The privacy notice will cover:

- [Purpose for processing](#)
- [Personal information collected and lawful basis](#)
- [Who we may share your information with](#)
- [How long we will hold your information](#)
- [Your information rights](#)

## Purpose for processing

Your data will be used to:

- Deal with your enquiry and / or complaint
- Develop solutions in situations where there are a number of similar concerns

## Personal data collected and lawful basis

Elected Members will collect information from you in a number of ways, including:

- Through meetings in the community or at a surgery
- Through telephone calls, emails or letters they receive

Elected Members will process personal data which is relevant to individual casework including:

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- details about you including full name, date of birth, and contact details (phone number and email address)
- details of your complaint, concern or enquiry
- details about any contact with you

In some cases, such as assisting you with specific issues or specific organisations, the Elected Member might also need more information such as:

- your date of birth
- information about your health needs
- family, lifestyle and social circumstances

Where necessary, Elected Members may also hold sensitive personal information (special category data) such as:

- race
- ethnic origin
- political opinions
- religious beliefs
- trade union membership
- health
- sex life
- sexual orientation

The legal bases for processing personal data are:

- performance of a task in the public interest (UK GDPR Article 6 (1)(e))

The special category data conditions for processing are:

- Explicit consent of the data subject (UK GDPR Article 9 (2)(a))
- Substantial public interest (UK GDPR Article 9 (2)(g), specifically Elected representatives responding to request (DPA Sch.1 Part 2 Para 23), and Disclosure to Elected Representatives (DPA Sch.1 Part 2 Para 24)

## **Who we may share your information with**

To progress your enquiry and depending on its nature, it may be necessary for the Elected Member to share your information with appropriate Council or Worcestershire Children First staff and/or agencies such as the police and health services. Only the information necessary to progress your enquiry will be shared.

If there is any information that you do not wish the Elected Member to share with third parties, please make this known before they progress your enquiry. However, please be aware that it may not be possible to progress a matter for you on an anonymous basis.

Elected Members will not normally share your information with organisations without your knowledge. However, there may be certain circumstances where information would be shared without consent such as where required to do so by law, to safeguard public safety, where there is risk of harm, or in emergency situations. Only the minimum information necessary will be shared on a need to know basis and with appropriate individuals.

## **How long we will hold your information**

Elected Members will only keep your information for as long as is necessary, for the minimum amount of time for the purpose it was collected, and in line with statutory requirements.

Elected members will normally process personal data until such time as they have resolved the issue and will hold records for the minimum period that is necessary to do so and for no longer than their term in office. This is to allow them to build up case history and to return to records when further matters arise

Any information held by an Elected Member at the end of their term in office is either passed to the appropriate Council representative or securely destroyed.

## **Your information rights**

You have a number of rights under data protection law, including the right to request your information and to request that the information is amended or erased if incorrect. Please go to the Council's [Make a Data Protection Request webpage](#) to find out how to make a request.

See the Council's website for [contact details for all Worcestershire County Council Elected Members](#).

You also have the right to make a complaint about an Elected Member's handling of your personal data to the [Information Commissioner's Office](#).

## **Changes to this notice**

This privacy notice is reviewed regularly and we will place any updates on this web page. This Notice was last updated on 7 September 2022.