

## Transparency Notice – Ward Councillor:

As an elected member, I will take your privacy seriously and will only use your personal information for the purpose(s) listed in section 2 below. This notice provides details of how I will collect and use information (data) about you.

I will keep your information (data) secure at all times.

### 1. Who I Am

a) I am, an Elected Member of the Council, and am the Controller for the information I hold about constituents. My contact details are:

Telephone:

Email:

b) If you have any queries regarding your information that we are using for the purpose outlined in section 2, please contact Member Enquiries or the Corporate Information Governance Team.

c) The Data Protection Officer is the Wakefield Council's Head of Legal: Contact details:

Telephone: 01924 305211

Email: [dpo@wakefield.gov.uk](mailto:dpo@wakefield.gov.uk)

### 2. How I use your data:

As the elected member for your Ward I need to collect the following information about you - **name, address, telephone number, email address and details of enquiry.**

I use this information to assist me in dealing with your enquiry and may need to share your information with other Elected Members and Council officers. Your information will not be used for any other purpose unless I tell you about it first.

Should you decide not to provide any of the information I request from you I may not be able to fully resolve the issue(s) you have raised.

### 3. What authority does the Council have to collect and use this information?

The law allows me to collect and process your personal data under Article 6, section 1(b) of the General Data Protection Regulation (GDPR) in that the processing is necessary for the performance of a contract or to take steps at your request to enter into a contract. This means that you are asking me to do something for you and I will endeavour to deliver a satisfactory outcome.

### 4. How long will we keep your data?

I will keep your personal information collected for the purpose(s) detailed in section 2 for a period of no longer than 4 years after which time it will be reviewed and either destroyed or be retained as long as the Councillor requires these records. The reason for keeping information for this period of time is to process your enquiry and inform you of the outcome.

In the event of me no longer holding the office of an elected member, I will not keep any information I have obtained in this role and will pass it on to the other Ward members to conclude unfinished enquiries.

## **5. Your rights and your personal data**

Under the GDPR you have the following rights:

- **Right of Access**  
You have a right of access to the personal information that the Council holds about you, and/or the right to be given a copy of the data undergoing processing.
- **Right to Rectification**  
You have the right to request that the Council corrects any personal data if it is found to be inaccurate, incomplete or out of date.
- **Right to Erasure**  
In certain circumstances, you may have the right to request your personal data is erased.
- **Right to Restriction of Processing**  
You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.
- **Right to Portability**  
You have the right to request the Council provide you with your personal data and where possible, to transmit that data directly to another data controller. However, this only applies to data that you have provided to us and not to all the information that the Council holds about you.
- **Right to Object to Processing**  
In certain circumstances, you may have a right to object to the processing of your personal data.
- **Right of Complaint**  
You have a right to lodge a complaint with the Information Commissioner, please find contact details below.

Information Commissioner's Office, Whycliffe House, Water Lane, Cheshire SK9 5AF Tel: 0303 123 1113 (local rate) or 01625 545 745

## **6. Further processing**

If I wish to use your personal data for a new purpose, not covered by this Transparency Notice, then I will provide you with a new Transparency Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.