

## **Members Privacy Notice**

### **Who are we?**

Fenland District Council is a 'Data Controller' as defined by Article 4(7) of the General Data Protection Regulation (GDPR). This Privacy Notice is designed to help you understand how and why elected members process your personal data. For more information on your rights and how to lodge a complaint, you should read this in conjunction with the Council's [Privacy Statement](#).

### **What personal information do we collect?**

We may need to know the following information about you:

- Name
- Address
- Contact details
- Any information specific to your issue, concern or complaint

### **Why do we need this?**

We collect and use your personal data in order to deal and assist you with the issue, concern or complaint you have raised with us. We will only collect the personal data that we need in order to deal with such issue, concern or complaint and to assist you with these.

### **Why are we allowed to process your information?**

Data protection law allows us to process your information within certain conditions. In this case we collect and use your personal data for these purposes; as a task carried out in the public interest or, where appropriate, with your consent. In some cases we may not be able to provide the assistance you have requested without the personal data you provide to us. We shall let you know if this is the case in your particular circumstances.

### **Who will we share this with?**

Sometimes we need to share your information with others. We will only do this when it is necessary in order to offer you a service, or if we are required to do so by law. We do not plan to share it with anyone else or use it for anything else. We may share your personal data with relevant officers or other councillors of Fenland District Council, your Member of Parliament, government departments or other public bodies in order to provide the help you have requested or to resolve the issue, concern or complaint you have raised.

We may also disclose your data to third parties but we will only do so where it is necessary to comply with a legal obligation.

## **How do we keep your records confidential and secure?**

Everyone working in and for the Council has a legal and professional duty to ensure that all your information is safely and securely protected and kept confidential. We will take all reasonable steps to prevent the loss, misuse or alteration of your personal information. The council's networks are kept secure, internal and external IT is protected using appropriate safeguards, and audits ensure we protect your right to privacy and confidentiality. We only keep your records as long as we need to or are required to by law, after which they are securely destroyed.

## **How long is my information kept for?**

We will only hold your information for as long as is necessary or as the law requires. Once this period ends we shall securely delete or destroy any information that we hold on you and your case.

## **Changes to this notice**

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.