

Privacy Notice for Councillors (in their capacity as Data Controllers)

Why do I collect your personal data?

I am a data controller for the purposes of the Data Protection Act 1998 and, from the 25th May 2018, the General Data Protection Regulation 2016. I collect and use your personal data in order to deal and assist you with the issue, concern or complaint you have raised with me. I will only collect the personal data that I need in order to deal with such issue, concern or complaint and to assist you with these.

What is the legal basis for processing your personal data?

I 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 I may not be able to provide the assistance you have requested without the personal data you provide to me. I will let you know if this is the case in your particular circumstances.

Who will I share your personal data with?

I may share your personal data with relevant officers or other councillors of Rother 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.

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

How long will I hold your personal data for?

I will not hold your personal data longer than I need to in order to deal with and assist you with your issue, concern or complaint. From time to time I may be required by law to keep your personal data for longer but this will not be for longer than six years after your issue, concern or complaint has been resolved.

Your rights

The General Data Protection Regulation gives you a number of rights in relation to your personal data:

- Right to access a copy of your personal data.
- Right to have your personal data corrected.
- Right to have your personal data deleted ("right to be forgotten").
- Right to restrict how we use your personal data.
- Right to ask us to transfer your personal data to another service provider.
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You can get more information about these rights in the Council's Privacy Policy.

If you wish to exercise any of these rights please contact our Information Governance team on informationgovernance@rother.gov.uk in writing or by completing our online form.

If you are dissatisfied with how we have used your personal data you have a right to complain to the Information Commissioner's Office at casework@ico.org.uk.

Identity of Data Protection Officer

If you have any questions or concerns about how your personal data is handled, you can contact our Data Protection Officer (DPO), Graham McCallum, at dataprotection@rother.gov.uk.