

## **Privacy Notice of Cllr Dawn Glenville**

I will hold your data in accordance with the General Data Protection Regulation and the UK Data Protection Act 2018.

Cllr Glenville is the data controller and can be contacted at:

16 Denis Road  
Burbage  
LE10 2LR

Email: dawnglenville@gmail.com

### **I will process your data to**

Carry out casework on behalf of individual constituents.

### **Data I process**

- personal details
- family, lifestyle and social circumstances
- financial details
- education and employment details
- housing information
- details of complaints
- physical or mental health details
- trade union membership
- racial or ethnic origin
- offences including alleged offences
- political affiliation of elected members

### **Who the information is processed about**

I process personal information about:

- constituents
- elected representatives and others in public office
- council employees
- complainants and enquirers
- relatives, guardians and associates of the person whose personal information I am processing
- business or other contacts
- the subject of complaints

## **Why I can process your data**

The law says I must have one of these reasons:

- When I have your consent
- When it is my legal duty
- When I have official authority or there is a public interest
- When it is in your vital interests

When processing special category (sensitive) data I will usually be able to rely on the Data Protection (Processing of Sensitive Personal Data)(Elected Representatives) Order 2002 as a condition for processing.

## **Visitors to the website**

No personal data is gathered automatically by Cllr Glenville when someone visits Burbage Parish Council website.

## **Use of cookies**

The Burbage Parish Council website may use cookies from time to time but only to make your web experience better. I do not track individual web visitors.

## **Sharing Your Information**

I sometimes need to share the personal information I process with other organisations. Where this is necessary I am required to comply with all aspects of the Data Protection laws. What follows is a description of the types of organisations I will share some of the personal information I process with, where necessary, for one or more reasons.

- elected representatives and other holders of public office
- landlords
- local and central government
- statutory law enforcement agencies and investigating bodies
- political organisations
- the media
- healthcare, social and welfare advisers or practitioners
- suppliers
- the subject of complaints

I will share your data with organisations I have a contract with in order to provide the service.

I will not sell your personal data to any other external organisation or individual.

I will not share it with any other third party unless required to do so by law e.g. law enforcement agencies such as the Police, HMRC, Immigration, the Information Commissioner's Office etc.

### **Where I store your data**

Transfer of data by email or as part of online surveys may mean your data is transferred outside of the EU via a contract we have in place with our processor or with your consent.

### **How long will we keep your data?**

Casework will be stored securely for 7 years.

### **Complaints or queries**

I encourage people to bring it to my attention if they think that my collection or use of information is unfair, misleading or inappropriate, or if there has been a personal data breach. I would also welcome any suggestions for improving my procedures.

If you remain unhappy with how I have dealt with your complaint, you may contact the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk)

### **Access to personal information**

You can find out if I hold any of your personal data by making a 'subject access request'. If I do hold information about you I will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to;
- tell you where we got it from; and
- let you have a copy of the data.

To make a request for any data I may hold on you, you can email the address given. There is no charge to submit a request. I may only refuse if it is manifestly unfounded or excessive. I have a month to answer you.

If I do hold information about you, you can ask me to

- correct any mistakes;
- delete data I hold on you that I no longer have a legitimate need to use;
- restrict the use of the data temporarily if you think it is wrong or I should not have it;
- stop using your data that does not have a legal or contractual obligation;
- ask for any data that you have provided to me or I have observed, that has been automatically processed, under consent or contract, to be exported to another company or yourself, in a machine-readable format. I currently do not undertake any automated processing of your data; and

- prevent any fully automated decisions involving your data. I do not currently use any fully automated decision-making techniques.

### **Changes to this privacy notice**

I keep this privacy notice under regular review. This privacy notice was last updated on June 19 2019.

### **How to contact me**

If you want to request more information about this privacy notice, or exercise any of your rights, you can email me at [dawnglenville@gmail.com](mailto:dawnglenville@gmail.com) or write to me at

16 Denis Road  
Burbage  
LE10 2LR