

Privacy Notice for Councillor

Councillors as representative of residents in Sandwich, are a Data Controller in their own right. A search of the Councillor page on [Sandwich Town Council](#) will provide you with their contact details.

Processing activity - In general terms, they may process personal information in order to enable them to carry out casework on behalf of constituents. Where they intend to process your personal information for a purpose other than that for which the personal information was collected, they will provide you with details on that other purpose before doing so.

Information requirements – Processing activities may include basic information such as name, address and contact details but may also include specific and detailed data, including sensitive personal data related to the casework I am undertaking.

Lawful basis – the lawful basis for their processing of your personal information is where it is needed for the performance of a task carried out in the public interest. Sensitive personal information is processed for reasons of substantial public interest and Schedule 1 Part 2 of the Data Protection Act 2018 ‘elected representatives responding to requests’.

Data sharing – They will only share personal data with Sandwich Town Council, other councillors, Member of Parliament and other agencies or individuals as appropriate in pursuance of dealing with your case.

Retention period – They will keep your personal information for the minimum period necessary, usually no longer than 4 years. All information will be held securely and disposed of confidentially.

Your rights

The right to access personal information that I hold about you	You have the right to obtain from them confirmation that your personal information is being processed and to have access to your personal information. This is so that you are aware of and can verify the lawfulness of processing. There is generally no charge for this. They will provide your personal information without delay and generally within one month of the receipt of your request.
The right to rectification of your personal information	You have the right to have any personal information which I hold about you rectified if it is inaccurate or incomplete. They will generally deal with your request within one month.
The right to erasure of your personal information (this is sometimes called the ‘right to be forgotten’)	There are some specific circumstances where the right to erasure does not apply and can refuse to deal with a request for example, where under a legal obligation to process your personal information in order to perform a task in the public interest or for archiving purposes in the public interest
The right to restrict processing of your personal information	You have the right to restrict processing of your personal information in certain circumstances. Where processing is restricted, they are permitted to store your personal information, but may not process it further. They can retain just enough information about you to ensure that the restriction is respected in future.
The right to object	Where processing your personal information is required for the performance of a public interest task (see the lawful basis above), you have the right to object on ‘grounds relating to your particular situation’. If they need to continue processing your personal information they will have to demonstrate why it is appropriate.
The right to lodge a complaint	If you wish to complain about how they are processing your personal information you have the right to complain to the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF:Phone: 0303 123 1113 or 01625 545745: wwebsite: www.ico.org.uk

Changes to this Privacy Notice – We will review this Privacy Notice regularly in consultation with Sandwich Town Council’s Data Protection Officer.