

## **Councillor Privacy Notice**

As a Councillor for Teignbridge District Council, I am the Data Controller accountable for the processing of information to carry out casework on behalf of constituents. This means I will collect and process your personal data which could include your name, address, contact details and / or sensitive personal data such as health in order for me to act on your behalf in dealing with your enquiry.

The lawful basis for processing your personal data is for the performance of a task carried out in the public interest. Sensitive personal data is processed for reasons of substantial public interest and Schedule 1 Part 2 of the Data Protection Act 2018 'Elected Representatives responding to requests and Disclosure to Elected Representatives'.

Your data will only be shared with organisations necessary to deal with your enquiry, for example, Devon County Council, Department of Works and Pensions, etc. as well as council officers, other councillors and members of parliament. I will also disclose your personal data if required to do so by law.

In some circumstances your consent may be needed to process your data, for example, to use your personal data for another purpose. If this is needed I will contact you directly. You can withdraw your consent at any time, at which point I will stop using your personal data.

Your data will be kept secure and I will retain your data only for as long as needed to represent you as your councillor. Council elections are held once every four years. In the event of no longer being a councillor, or if you notify me that you no longer wish me to act for you, I will delete your data.

You have the right to ask for access to your data and where data is found to be inaccurate to have that data corrected. In certain circumstances you have the right to have data held about you erased, or the use of it restricted. You may be able to object to processing and may also have the right to have your data transferred to another data controller. You can do this by contacting me using the details on my councillor page on the Teignbridge District Council website.

Any complaints regarding your data should be sent to me in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at:  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Telephone: 0303 123 1113, or at <https://www.gov.uk/data-protection/make-a-complaint>