

Notes – delete once read

- This template can be used by any Bristol City Councillor and has been drafted by a cross party group.
- Each individual member can choose to use this, adapt this or develop their own
- Members may choose to adapt this for their own personal/party accounts but that is at their discretion.
- Completed privacy notices will be uploaded onto the council's website on each councillor's individual webpage and then a link inserted in email signatures (i-pad and laptop). Completed Privacy notices should be sent democratic.services@bristol.gov.uk who will then email back with the link when the document is live on the webpage.
- It is each individual member's responsibility to have a privacy notice not the responsibility for Bristol City Council. Members choosing to use this template privacy notice do so at their own discretion and risk.
- This note only covers your role and work as a Bristol City Councillor and the work you do with the council. GDPR does apply to all other activity (e.g. campaigning) and you should ensure you have put processes in place to be compliant.

Cllr..... PRIVACY NOTICE

Your Personal Data:

I Councillor **Gill Kirk** am the data controller for the purposes of the Data Protection Act and other regulations including the General Data Protection Regulation (Regulation (EU) 2016/679), You can contact me regarding your data on cllr.gill.kirk@bristol.gov.uk

The purpose of this privacy notice is to tell you what information I collect about you when you contact me for assistance, how I use that information and who I may share it with.

What data I need to collect

In order to assist you when you contact me, I will collect the following data: name, address, email, phone number. When taking further details I may need to record additional information which may include special categories of data defined as data about racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and data concerning health or sex life.

Why I need it

I will need to collect and use your personal data in order to provide you with help, assistance and advice relating to any issue you contact me about that falls within my remit as your Councillor.

The legal basis upon which I will process your personal data will be to pursue the legitimate interest of yourself or me as data controller or with your explicit consent in my role as a Bristol City Council Councillor.

What I do with it

All the personal data is processed by me. However for the purposes of IT hosting and maintenance this information is located on servers within the European Union. No 3rd parties have access to your personal data unless the law allows them to do so.

To enable me to respond to your query I may have to pass details to relevant Bristol City Council officers, other relevant Bristol City Councillors or officers in any of the associated council companies. This is necessary to obtain information and/or action required to address your query.

I may have to in some circumstance pass details onto other organisations to address your query where appropriate. These organisations may include categories such as:

- Health and social care providers such as NHS trusts
- Law enforcement agencies such as the Police or the Fire Authority
- Charities and voluntary organisations

Bristol City Council officers and other organisations must all comply with the Data Protection Act and other regulations including the General Data Protection Regulation (Regulation (EU) 2016/679), and can only use your data to address the query you have raised.

Please note that during periods of political campaigning I may be using a political party and/or personal email account as I am not permitted to use my Bristol City Council account for campaigning activity. Any personal data that you send to my personal e-mail account that relates to council business will be forwarded onto my council email address.

How long is your data kept?

I will retain your data only for as long as I need to in order to represent you as your Councillor. Council elections are held once every four years. In the event of my no longer being your Councillor or as soon as reasonably practicable after you notify me that you no longer wish me to act or represent you I will delete your data. In the event at the next election that I continue to be your ward Councillor I will retain the data unless you notify me that you no longer wish me to act or represent you.

What are your rights?

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 also have a right of complaint to the Information Commissioner's Office (ICO) at www.ico.org.uk if you think I have not dealt with your information in a proper manner.

You can ask to see what information I hold about you and have access to it. You can do this by contacting me using the details on my Councillor page on the Bristol City Council web site or via the email above.