

Cllr Helen Holland

PRIVACY NOTICE

Your Personal Data

I, **Councillor Helen Holland**, 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.helen.holland@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 or about ward and other matters as your Councillor; 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/s. 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 or resolve the problem you are asking me to help with.

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 other email account, as I am not permitted to use my Bristol City Council account for campaigning activity. Any personal data that you send to any such e-mail account that relates to council business will be forwarded onto my council email address and any reply will come from that 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. I will delete your data as soon as reasonably practicable after you notify me that you no longer wish me to act or represent you or I cease being your Councillor.

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