

## PRIVACY NOTICE FOR COUNCILLOR EMILY CLARKE

### Your Personal Data:

I, Councillor Emily Clarke, am the data controller for the purposes of the Data Protection Act and other regulations including the Data Protection Laws (UK GDPR & DPA 2018), You can contact me regarding your data on [Cllr.Emily.Clarke@bristol.gov.uk](mailto:Cllr.Emily.Clarke@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.

### How do I collect your data?

I might collect information from you in a number of ways, e.g.:

- \* When I meet you in the community or at surgeries
- \* When you telephone or email me
- \* When you write to me with an query, complaint or requesting assistance.

### 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 interests of yourself or me as data controller or where it is in the exercise of my official authority or with your explicit consent in my role as your ward Councillor.

### What I do with it:

All the personal data is processed by me in order to undertake case work on behalf of residents and to represent the interest of the community, I may also use personal information to keep individuals informed about projects and matters that may affect them. However, for the purposes of IT hosting and maintenance, this information is located on servers within the UK. No third 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, 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. These organisations may include categories such as:

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

Bristol City Council officers and other organisations must all comply with the Data Protection Laws (UK GDPR & DPA 2018) 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 to 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.

Your data will only be retained for as long as necessary to deal with your initial enquiry and any subsequent developments. We will only retain your information according to the purpose for which it was collected, after which times it will be deleted. or where you have confirmed you no longer wish for the case to be handled by me or for me to hold your data, whichever comes soonest.

Where there is an ongoing case at the time of the elections, I will pass your data and enquiry onto the newly elected Councillor to ensure your enquiry continues to be managed or if you notify me that you no longer want your case to be progressed to the new elected Councillor, I will delete your data at the end of my term.

### **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](http://www.ico.org.uk) if you think we 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.