

## **Councillors Privacy Notice**

### **Information collected**

- Name
- Address
- Email address
- Telephone number

Where it is needed to deal with your enquiry we may also ask for the following:

- National insurance number
- Reference number(s)
- Date of birth
- Signature
- Information about your health needs
- Details of family members.

### **Agencies we might share your information with (where this is needed to deal with your enquiry):**

- Other Councillors
- Maldon District Council Officers
- Essex County Council
- Her Majesty's Revenues and Customs
- Police
- Support Agencies who can assist you such as Citizens Advice Bureau, Maldon CVS,

### **Purpose for processing**

Members lawful basis for processing are:

- Consent - you provide your information and ask them to act on your behalf.
- Protect your vital interests - such as a life or death situation or to protect you from harm, or the vital interests of another person.
- A task in the public interest or because of their role as a Councillor - we are authorised to use your personal information.
- Legitimate interests – they need to process your data for their legitimate interests, or the legitimate interests of a third party.

### **Length of time we keep your information**

We will keep your records for as long as we need to deal with your complaint and in line with our document retention policy. However, you do have the right to contact us and ask for your information to be removed where there is no obligation or statutory requirement for it to be kept.

### **Updates to this privacy notice**

We will continually review and update this privacy notice to reflect changes in our processes and procedures, as well as to comply with changes in the law. When such changes occur, we will revise the "last updated" date at the bottom of this notice. We encourage you to periodically review this notice and to be informed of how we are protecting your information.