

Members' Privacy Notice

What this Privacy Notice covers

Your privacy is very important to Breckland District Council and its Members. I am an elected Member of Breckland Council, representing the residents of Saham Toney.

As part of my work in the community, I contact officers of the Council and other organisations on your behalf to investigate your concerns and respond to your enquiries.

My contact details are: c/o Breckland District Council, Elizabeth House, Walpole Loke, Dereham, NR19 1EE

Email: helen.crane@breckland.gov.uk

What type of Personal Information do I collect?

When I do constituency work for you, I might collect the following information to help you.

- Name
- Address
- Contact Phone Number
- Email address

In some cases, such as assisting you with specific issues or specific organisations, I might need more information such as

- Your national insurance number
- Your date of birth
- Signature
- Information about your health needs
- Details of family members

In some rare cases, I might handle special category data such as medical information.

How I collect Personal Information

I might collect information from you in a number of ways, for example:

- when we meet in the community
- when you telephone me or email me
- when you send me letters

How your information is used

- To investigate and respond to your request for advice, guidance or information.
- To investigate and respond to an enquiry or a complaint you have contacted me about.

The lawful basis on which I collect and use your personal information includes the following:

- Consent - you provide me with your information and ask me to act on your behalf
- To 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 my role as a councillor - I am authorised to use your personal information.
- For establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity

The lawful basis on which I collect and use special category data, such as your medical information, includes the following:

- Explicit consent – this will usually be in writing.
- To protect vital interests – when you are unable to give consent and you or someone else is at risk of harm.
- For establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity
- Substantial public interest.

Will your personal information be shared?

In some cases, to enable me to deal with your issues, I may have to share your information with other organisations such as Councils, the DWP, the NHS, or other bodies, such as schools and charities.

Where possible, I will let you know when I have shared the information.

In other cases, it might not be possible to tell you that the information was shared because of public interest issues such as an investigation or a police matter.

I will not disclose your personal information to third parties for marketing or sales purposes or for any commercial use, and will not use your personal data in a way which may cause you harm.

How do I keep your personal information secure?

I will keep your information securely. In addition to the security provided by council devices, I will safeguard access to any information you provide me.

How long the information is kept for

As part of my work keeping track of your case, I will have to hold onto your information. Usually, this will be for 6 years, but it will vary depending on the type of issue since that creates different types of records.

Some of your personal information such as that associated with minor correspondence such as scheduling meetings, is held for less time.

Any information I hold at the end of my term in office is either passed to the appropriate council representative or securely destroyed.

Your rights

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right to:

- have any inaccuracies corrected;
- have your personal data erased;
- place a restriction on our processing of your data;
- object to processing; and
- request your data to be ported (data portability).

To exercise any of these rights please contact the relevant service in the first instance.

You also have the right to request a copy of the personal information I hold about you. You have the right to access your data and correct any inaccuracies.

For further details of your rights please contact the Data Protection Officer by email: legal@breckland.gov.uk or in writing at; Legal Services, Breckland District Council, Elizabeth House, Walpole Loke, Dereham, Norfolk, NR19 1EE or go to our [website](#) for a more detailed explanation.

Please see our website for our full [privacy policy](#).
To learn more about these rights please see the [ICO website](#).

If I have not been able to deal with your complaint, you can also contact:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 0303 123 1113 (local rate) or 01625 545 745
Fax: 01625 524 510