

Members' Privacy Notice



Who I am.

I'm an elected Member of Leeds City Council. The Information Commissioner's Office (ICO) have got my details as a data controller, in relation to personal data processed by me when I'm representing the residents in my Ward.

I will handle any personal data about you in accordance with the policy statement for elected Members. If you would like more information about this, please contact me.

What will I use your data for?

I use any personal data about you in my constituency role when I'm representing the residents in my Ward, including dealing with casework for constituents and other members of the public, taking part in local community organisations, crime prevention, organising and taking part in community initiatives and events, dealing with Community Committee business, providing local community leadership, and acting as a consultee on matters affecting my Ward. Sometimes I might need to use your data for one of these purposes, where you originally contacted me about something connected with a corporate role I've got with the Council, but I'll only do this where this is compatible with your original reason for contacting me. A full list of the reasons why I may need to use your personal data is contained in Members' record of processing activities, if you would like a copy of this please contact me.

What's the legal basis for this?

In relation to the legal basis for my processing, for ordinary data I don't usually need to have your consent. If I'm acting in the public interest or in the exercise of my official role as a Member, I have a proper legal basis. For special category data, (formerly called sensitive personal data) such as data about your health, the legal basis will usually be that it's necessary for me to respond to a request from you as an individual constituent, or it might be necessary for certain other statutory functions or for substantial public interest reasons. I will make sure that where relevant, I follow the appropriate policy document for Members.

How will I share your data?

If you ask me to deal with a matter on your behalf, I'll use your data in order to pursue the matter you've raised with me. Depending on what the issues are, this might include me sharing your data with Council officers or a range of other public sector, or other organisations, including housing bodies, healthcare bodies, schools, and the Police, or asking them for data about you. A full list of who I might need to share your data with, and who I might need to get your data from, is contained in the Members' record of processing activities which you can obtain from me.

I intend that only the minimum possible amount of data will be shared, as necessary to assist you. If you give me data about someone other than yourself, I may need to check the facts with that other person. If you ask me to take action on behalf of your friend or relative, I may need to contact that person to confirm that they're happy for me to act on their behalf.

How can you access your data, correct it, etc.?

If you want a copy of any data that I hold about you, or if you want me to update or correct any of that data, or if you want to ask me to delete any of that data, or object to or restrict what I do with that data, or to make your data portable, or if you have any other queries about the data that I hold about you, please contact me. You don't have to provide me with your data, but obviously if you ask me to deal with a matter on your behalf, I might not be able to deal with this effectively, if you don't give me the data I need.

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How long will I keep your data?

Generally, for constituency matters I'll review whether I still need to keep your special category data after I've held it for 24 months, and none of your data will be kept longer than my term of office, unless it's necessary for me to pass this on to my successor or to one of the other Ward Members. I'll make sure that all your data is securely destroyed, and I'll take advice from Council officers about how best to do this.

How can you complain?

You've got a right to complain to the ICO about how I handle your data. This page explains how to do this <https://ico.org.uk/make-a-complaint/> or you can ring the ICO on 0303 123 1113.

How can you contact me?

My contact details can be found on this page
<http://democracy.leeds.gov.uk/mgCommitteeMailingList.aspx?ID=0>