

Privacy Notice for Elected Members

V1.0
August 2018



Our core data protection obligations and commitments are set out in the council's primary privacy notice at <http://www.bolton.gov.uk/home/Pages/Copyrightdisclaimerandprivacy.aspx>

This notice provides additional privacy information for elected members.

It describes how we collect, use and share personal information about you

- before, during and after your relationship with us, and
- the types of personal information we need to process, including information the law describes as 'special' because of its sensitivity

It is important that you read this notice, together with any other privacy information we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

Purpose(s)

Your personal information is processed by us for the purpose of your role as a Councillor.

As a Councillor you are the holder of public office and personal information we hold about you is shared with the public and published on our website. This information includes:

- your image (for your security, personal ID and publication on the website),
- name, address and contact details,
- electronic signature,
- register of interests, which will include home address and any occupation,
- your election record, including any political group to which you belong,
- the committees on which you serve and outside bodies to which you may be appointed,
- your attendance at meetings,
- Audio recordings made by the Council at meetings,
- the allowances you receive,
- the training you receive,
- gifts and hospitality you receive and
- any complaints about your conduct which the Standards Committee decides to make public.

Much of this information has to be published by law, but not all of it has to be placed on the website and if you would like some of the above information to be withheld from publication please discuss this with the Democratic Services Manager:

vicky.ridge@bolton.gov.uk

Legal basis for processing

As a Public Authority information is generally part of the Public Task of the organisation. The legal basis for processing your personal information is drawn largely from the Representation of the People Acts.

Please note that the Freedom of Information Act 2000 applies to the Council. Accordingly we may be required to release information about you if we are required to do so under this Act. We would consult you before releasing any significant information about you.

Automated Decisions

For this processing all the decisions we make about you involve human intervention

Data retention/criteria

The Council will hold information about you which will be processed for the purposes of administering your role as a Councillor and improving services. This information will be held securely in accordance with the Council's data management policies and will only be accessible to relevant staff or disclosed to others in accordance with those policies or as required by law.

The Council has a duty to protect public funds and may use and disclose the following information to prevent and detect crime:

- Your bank details (if you claim allowances or receive a Basic or Special Responsibility Allowance);
- Tax and NI (if applicable),
- Marital status/next of kin (if supplied);
- Details of any vehicle you use for Council business (if you claim business mileage for out of borough journeys);
- Telephone numbers and email address (if you supply these and do not want us to publish them);
- Any complaints which have not been made public; and private communications with the Council.

In addition, the following information will be processed with your consent:

- Relevant experiences e.g. professional, business or community roles.
- Council and Political priorities.
- Interests

- Skills
- Knowledge
- Training History

This information will be held securely until you cease to be a Councillor and will be destroyed in accordance with the Council’s Corporate Records Management Policy.

Rights of individuals

You have legal rights in relation to your personal information. These apply regardless of your office with the Council.

You have a right to be informed about how and why your personal information is being processed. This notice fulfills that obligation.

Full details are contained within the Council’s general privacy notice and should be read before consenting to this document.

If you wish to exercise your rights (as outlined above) or to raise a concern about the handling of your personal information by the council, please contact our Information Governance Team at information.security@bolton.gov.uk

If you are still unsatisfied you should contact **The Information Commissioner’s Office** by post at The IOC, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or by telephone: 0303 123 1113

Updates to Privacy Notice

We may update or revise this Privacy Notice from time to time and provide supplementary privacy information as is necessary to the Council’s current workforce.

Privacy Notice for Bolton Councillors

Declaration

I have read, understand and consent to my information being shared as detailed in this document.

Signed

Print Name.....

Please return (Within 14 days of receipt) to: the **Democratic Services Manager** through the normal channels.