

Privacy Notice for Councillor Jane Lakey

As an elected Councillor to the City of Nottingham, I am the data controller accountable for the processing of personal information in connection with requests received from constituents. This means I need to collect your personal data so that I can process your request for assistance or respond to your enquiry.

When you ask for my help, I need to collect some personal information from you. I will only collect the information necessary for me to provide you with appropriate assistance and support. Generally, the information will include your name, address and contact information together with details of your problem or concern.

The law treats some types of personal information as 'special' because the information requires more protection due to its sensitivity. This includes details about:

- racial or ethnic origin
- sexuality and sexual life
- religious or philosophical beliefs
- trade union membership
- political opinions
- genetic and bio-metric data
- physical or mental health
- criminal convictions and offences.

I will only collect this type of information where it relevant to the request you are making and I have a lawful reason to do so.

As a Councillor for Nottingham City Council I can act for constituents in my ward. In this capacity I will be working separately from Nottingham City Council.

I can also campaign on behalf of my political party and this work will be covered by the political parties' privacy notice and in this case the political party will be the data controller for the information that I have collected. In some cases I have a portfolio role with the Council. I will then be working as a part of Nottingham City Council and I will be covered under Nottingham City Council's privacy notice and Nottingham City Council will be the data controller for the information collected.

If you give me personal information 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 a friend or relative, I may need to contact that person to confirm that they are happy for me to act on their behalf. If you feel it would not be appropriate for me to contact the other person, you should discuss this with me when you give me their information.

The legal bases I rely on for processing personal information in order to respond to requests from constituents is:

- consent of the constituent making the request (or any other relevant persons where this is appropriate)
- it is necessary in pursuit of my legitimate interests as an elected representative and those of my constituent and it is assessed these interests override any privacy intrusion involved in processing personal data about other individuals
- acting in the public interest by discharging functions as an elected representative for responding to requests from constituents where this is permissible, without explicit consent.

- Vital interests

In relation to special data the bases that I rely on are as follows:

- Explicit consent of the constituent making the request (or any other relevant persons where this is appropriate)
- Vital interests

In order to try to resolve your concerns, I may need to share your personal details and the circumstances of your query/complaint to other parties, as follows: councillors, local authorities including Nottingham City Council, government agencies, MPs,, health organisations and regulators. This is so that they can look into the matter. I will not pass personal details of constituents who contact me to anyone else unless I am required to do so by law or where this is in connection with a criminal investigation.

In any event, I will not use your personal data in a way that you would not reasonably expect. Please contact me if you wish to withdraw your consent at any time and your details will be deleted from my system.

If you specifically ask me not to disclose information identifying you to other third parties that it is necessary for me to contact, I will try to respect your wish. However, please be aware that I may not be able to progress the matter for you on an anonymous basis.

I will never sell your data. However, I may share some of your personal information with third parties to:

- help prevent fraud. I may share your information with credit reference agencies and other companies for use in credit decisions. Credit agencies may record these searches, but that will not affect your credit standing.
- pursue people or companies who owe money. I may share your information with debt collection agencies.
- help me if I need additional professional or legal advice on a matter relating to you.
- to improve and optimise the performance of websites and social media accounts. Analytics and search engine providers that I use can collect your data when interacting online. However, they will aggregate and anonymise the information, meaning individuals will not be personally identifiable.
- work out if a grant was successful in achieving its aims. This could be funding from a Government or a grant from a local, regional or national organisation such as Sport England and National/Heritage Lottery Fund. However, they will aggregate and anonymise the information, meaning individuals will not be personally identifiable.

I will take reasonable security measures to ensure that I protect personal information within my control from accidental loss or alteration, inappropriate access, misuse or theft.

I need to hold accurate and up to date information about you so that I can provide appropriate assistance. If any of your details change, you need to tell me as soon as possible so that I can update your records.

I will not:

- use your information for marketing or sales purposes without your prior explicit consent.
- send or store your data abroad unless it meets the requirements of the Data Protection regulations.
- Make decisions about you based on automated processing.

I will process your personal data until I have resolved your issue and will store electronic data and paper records for a period of six years. This is to allow me to build up case history and to return to your records if further matters arise.

The Data Protection Act 2018 in conjunction with the UK General Data Protection Regulation (GDPR) grant you a number of rights including:

Right of access – you have the right to request a copy of the information that I hold about you.

Right of rectification – you have a right to correct data that I hold about you if it is inaccurate or incomplete.

Right to be forgotten – in certain circumstances, you can ask for the data I hold about you to be erased from my records.

Right to restriction of processing – where certain conditions apply you have the right to ask me to restrict [quarantine] my processing of your data.

Right of portability – in certain circumstances you have the right to have the data I hold about you transferred to another organisation.

Right to object – you have the right to object to certain types of processing, such as direct marketing.

Right to object to automated processing, including profiling – you have the right to ask for a decision made on wholly automated basis which legally affects you to be reviewed by a human being.

If you wish to exercise any of your rights including your right to access your personal information, please [write or email me at the address given on this website](#).

If you are dissatisfied with how I have used your personal information, you can complain to the Information Commissioner's Office at casework@ico.org.uk.