

PRIVACY NOTICE

MEMBER SERVICES

Rochford District Council is the data controller for the purposes of the Data Protection Act 2018.

The Data Protection Officer for the Council is Angela Law and can be contacted on DPO@Rochford.gov.uk

Why do we need your information? (The purpose and lawful basis for processing data)	i) Democratic Services, including Civics (various Acts and Legislation) ii) for service delivery
What information we are collecting?	For example: Name Address DOB NI number Contact Details – email or phone nos. (if provided) Signature
How is it being collected?	Electronically via web applications, paper applications, or telephone contact
How will it be used?	For the purpose of emergency contact information for any Democratic Services evening meetings or for statutory registers; for organising civic events.
Who will the information be shared with?	Used primarily for internal purposes. Information relating to names and ages of participants of civic events, eg, Citizen of the Year Awards, will be shared with press and with awards venue. Participants are made aware of this in advance and relevant Comms forms are completed by them in advance. Your data will not be shared with third parties but may be used for Council purposes, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.
Retention Period of the data	Data relating to Council Members is retained in line with the Council's retention policy. Data for civic events is destroyed once the event has taken place, so only retained for up to one year

The GDPR/Data Protection Act 2018 allows you to find out what information is held about you on paper and electronic records. In order to do this you can submit a subject access request to the Council's Data Protection Officer. This service is free of charge.

In some circumstance where the information provided may be restricted, for example, where it contains confidential information about another person, where it will cause serious harm to your or someone else's physical or mental well-being or if the information we give you may stop us from preventing or detecting crime.

In addition, you have the following rights:

- Ask for information to be changed if it is factually inaccurate
- Ask for information to be deleted in certain circumstances such as the purpose for which the information was provided in the first place is no longer relevant, where you withdraw your consent (unless there is no other legal reason for us to use it), we are legally required to delete information.
- Ask for the information to be transferred back to yourself or another service provider. This only applies if we are using your information with consent and not if we are required by law to do so or if a decision was made by a computer and not a human being.