

Three Rivers District Council Elected Members - Privacy Notice

This is the privacy notice for the elected members of Three Rivers District Council (“the council”).

Who are the elected members?

Details of Councillor appointments within the council, outside appointments and the Register of Interests can be seen on the council website at <https://www.threerivers.gov.uk/listing/councillors>

Your personal data – what is it?

Personal data is information relating to a living person who can be identified from that data. Identification can be based on the information alone, or in conjunction with any other information. The processing of personal data is governed by the General Data Protection Regulation 2018 (GDPR) and the Data Protection Act 2018.

What information will be collected from you?

Only personal information that is needed to provide you with relevant information, services and support will be collected.

How will the information about you be used?

An elected member will only be able to look into concerns which you raise if they can use your personal information, for example so they can contact you with the result of their inquiries. If your query relates to your own involvement with the council then they will need details of this involvement in order to be able to assist you.

An elected member may also receive information about individuals from third parties such as where constituents raise queries or complaints about other people, and they receive information from the council relating to individuals where the matter in question is being reported to a council committee.

The legal basis for processing (using) your personal data

If you have contacted an elected member and provided them with your personal information, their task is always for the public interest and therefore they will use your information for your legitimate interest to investigate your enquiry/problem to fulfil their task.

Where an elected member has been given information about other people then they use this information because it is necessary for them to use it for the performance of a task carried out in the public interest by the council, in order for them to carry out their functions as an elected member.

For some activities, they also need to process more sensitive personal information about you for reasons of substantial public interest as set out in the Data Protection Act 2018. It is necessary for them to process this more sensitive information for a number of reasons including:

- to carry out key functions as set out in law;
- in order to protect your vital interests or the vital interests of others in circumstances where they will not be able to seek your consent;
- or with your explicit consent.

Who will your personal information be shared with?

An elected member of the Council would normally pass your personal details and the circumstances of your query/complaint to the relevant department within the council to enable them to look into the issue. It is not unusual for constituents to raise issues with an elected member about other bodies and therefore if that happens they will need to refer the question/complaint to them.

Details of third parties that they are likely to contact are set out below. They do not generally pass personal details of constituents who contact them to anyone else unless they are required to do so by law or where this is in connection with a criminal investigation.

- Hertfordshire County Council
- Parish Councils within the district
- The Health Authority/Hospital Trust
- Housing Associations and registered social landlords
- Contractors and partners of the Council
- Fellow Councillors

How long is your information kept?

Your personal data will be kept for no longer than reasonably necessary. An elected member will only keep your personal information for the duration of their council term of office.

Your rights

You have the following rights:

- Access to your information – you have the right to request a copy of the personal information that is held about you.
- Correcting your information – you may ask an elected member to correct any personal information about you that you believe is incorrect.
- Deletion of your information – you have the right to ask an elected member to delete personal information about you where:
 1. You think that they no longer need to hold the information for the purposes for which it was originally obtained;
 2. They are using that information with your consent and you have withdrawn your consent – see “withdrawing consent to using your information below”;
 3. You have a genuine objection to an elected member using your personal information – see “objecting to how an elected member may use your information” below;
 4. The use of your personal information is contrary to law or other legal obligations.

- Objecting to how an elected member may use your information – You have the right at any time to tell an elected member to stop using your personal information for direct marketing purposes. An elected member will only use your information to provide you with general updates on their activity as a Councillor, and on events within their ward, with your consent.
- Restricting how an elected member may use your information – in some cases, you may ask an elected member to restrict how they use your personal information. This right might apply, for example, where they are checking the accuracy of personal information that they hold about you. This right might also apply if they no longer have a basis for using your personal information but you don't want them to delete the data.

Where this right is realistically applied will mean that an elected member may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

- Withdrawing consent to use your information – Where an elected member uses your personal information with your consent, you may withdraw that consent at any time and they will stop using your personal information for the purpose(s) for which consent was given.

Information that an elected member holds about other people

Most of the personal information that an elected member holds relates to people who have approached them in connection with a particular issue. However, they also hold information about other people as well, where this has been given to them in connection with such an issue. In some cases they will contact these other people directly to inform them that they have been provided with information about them (and also to tell them about their rights under data protection law and advise them about the terms of this privacy statement) but in many cases this is impractical. An elected member will often hold third party information in connection with attempts to get the council to take some sort of enforcement action and it would not be appropriate for them to contact third parties in these sorts of circumstances.

Profiling or automated decision-making processes

Elected members do not make use of automated decision-making processes or profiling.

Getting in touch

If you wish to request a copy of the personal information that an elected member holds about you or if you have any general data protection queries, please use the contact details below:

Data Protection Officer
Three Rivers District Council
Three Rivers House, Northway, Rickmansworth, Herts WD3 1RL
dataprotection@threerivers.gov.uk
01923 776611

If you have a complaint

If you are unhappy with the way that an elected member has dealt with your personal information, please contact the Council's Data Protection Officer and he will try to resolve the issue. However, if you remain dissatisfied you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>