

Privacy Notice - Elected Members

As an Elected Member of Aberdeenshire Council, I will only use the personal data provided by you to support my role as an Elected Member, for example, to allow me to undertake case work on behalf of individual constituents, to represent the interests of my constituency, and to further the interests of the ward in which I serve.

I am a registered Data Controller with the Information Commissioner's Office.

Information Collected

When you ask for my help and assistance I will need to collect some information from you. This will generally include personal information such as your name, address and contact information together with details of your problem or concern. It will only be necessary to collect sensitive information from you, e.g. information relating to your health, where it is of relevance to the request you are making.

The lawful basis

I will only process your personal data where it is lawful to do so. As an Elected Member, the most common reason, under law, is the performance of a task carried out in the public interest. In relation to sensitive information, the lawful basis is that of substantial public interest. While I do not need your consent to act on your behalf, I may ask you to sign a mandate form to help me clarify your concerns or interests and ensure we both understand how your personal data will be treated.

On occasions when I do need your consent, for example, to ask you to subscribe to my mailing list, I will ask you for it. You can withdraw your consent at any time, at which point I will stop using your personal data.

Who I will share your information with

As an Elected Member of Aberdeenshire Council, I may need to pass your personal details and the circumstances of your query/complaint to Council officers to allow the Council to look into the issue. I will not pass personal details of constituents to anyone else unless I am required to do so by law or where this is in connection with a criminal investigation.

I will not use your personal data in a way that goes beyond your reasonable expectations in contacting me. If you specifically ask me not to disclose information identifying you to other third parties it is necessary for me to contact, I will respect

that. However, please be aware that it may not be possible to progress a matter for you on an anonymous basis.

How long I will hold your data

I will process your personal data until I have resolved your issue and store electronic data and paper records for the duration of my term in office. This is to allow me to build up case history and to return to your records when further matters arise.

Details of transfers to third country and safeguards

Your personal information will be stored and processed on my own equipment, and/or on Aberdeenshire Council equipment and in Office365. Your information will be stored on servers based within the European Economic Area. While it may sometimes be necessary to transfer personal data overseas, any transfers will be in full compliance with data protection legislation.

Your rights

- Right of access to request a copy of the information that is held about you;
- Right of rectification if data held about you is inaccurate or incomplete;
- Right in certain circumstances to ask for data held about you to be erased;
- Right in certain circumstances to restrict processing;
- Right of portability. You can ask for data I hold to be transferred to another organisation;
- Right to object to certain types of processing such as direct marketing;
- Right to object to automatic processing;

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

Contact details

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](#).