

Privacy Notice for Cllr Wendy Rider in respect of Casework

Bedford Borough Council has its own data protection policy statement, procedures and arrangements for data subjects to exercise their rights in respect of personal data it holds. If you need to contact the Council about any of these matters use dpo@bedford.gov.uk or write to DPO, Bedford Borough Council, Cauldwell Street, Bedford MK42 9AP.

Who I am and what I do?

I am an elected Member of Bedford Borough Council, representing the residents of Brickhill Ward. As part of my work in the community, I contact officers of the Council and other organisations on your behalf to investigate your concerns and respond to your enquiries.

I have notified the Information Commissioner's Office (the body that regulates data protection in the UK) that I am a data controller, my notification reference number is **ZA161384**

My contact details are:

23 Orwell Close, Bedford. MK41 7BQ wendyrider41@gmail.com

What type of personal information do I collect and how do I collect it?

What type of Personal Data do I collect?

When I do constituency work for you, I might collect the following information to help you.

1. Name
2. Address
3. Contact Phone Number
4. Email address

In some cases, such as assisting you with specific issues or specific organisations, I might need more information such as

1. Your national insurance number
2. Your date of birth
3. Signature
4. Information about your health needs
5. Details of family members

In some rare cases, I might handle special category data such as medical information.

How I collect Personal Information

I might collect information from you in a number of ways, for example:

1. when we meet in the community or at my surgeries
2. when you telephone me or email me
3. when you send me letters

What is my power to obtain and use the personal data?

To collect and use your personal information, it is necessary for me to have a lawful basis.

The ones that cover my work with your personal information are the following.

1. **Consent** - you provide me with your information and ask me to act on your behalf
2. **protect your vital interests** - such as a life or death situation or to protect you from harm, or the vital interests of another person.
3. **a task in the public interest or because of my role as a councillor** - I am authorised to use your personal information.
4. **legitimate interests** – I need to process your data for my legitimate interests, or the legitimate interests of a third party.

For the special category data, such as your medical information, I rely on the following conditions:

1. **explicit consent** – this will usually be in writing (including email)
2. **protect vital interests** – when you are unable to give consent and you or someone else is at risk of harm.
3. **establishment, exercise or defence of legal claims** or whenever courts are acting in their judicial capacity
4. **substantial public interest.**

What is your personal information used for?

1. To investigate and respond to your request for advice, guidance or information.
2. To investigate and respond to an enquiry or a complaint you have contacted me about.

Will your personal information be shared?

In some cases, to enable me to deal with your issues, I may have to share your information with other organisations such as Bedford Borough Council, the DWP, the NHS, or other bodies, such as schools, Housing Associations and charities.

Where possible, I will let you know when I have shared the information.

In other cases, it might not be possible to tell you that the information was shared because of public interest issues such as an investigation or a police matter.

How do I keep your personal information secure?

I will keep your information securely. I will safeguard access to any information you provide me.

How long will I keep your personal information?

As part of my work keeping track of your case, I will have to hold onto your information. Usually, this will be for 6 years from the closure of the case, but it will vary depending on the type of issue since that creates different types of records.

Some of your personal information such as that associated with minor correspondence such as scheduling meetings, is held for less time.

Any information I hold at the end of my term in office is securely destroyed.

Is your personal information processed overseas?

I use cloud computing servers with overseas data centres for email communications (gmail). I implement appropriate technical and operational measures to ensure a level of security appropriate to the risk.

Marketing (if applicable)

At no time will I use your information or pass it to another organisation for marketing or sales purposes without your prior express consent.

What are your Information Rights?

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right -

1. to have any inaccuracies corrected;
2. to have your personal data erased;
3. to place a restriction on our processing of your data;
4. to object to processing; and
5. to request your data to be ported (data portability).

To exercise any of these rights please contact me in the first instance.

You also have the right to request a copy of the personal information I hold about you.

To learn more about these rights please see the ICO website.

If I have not been able to deal with your complaint, you can also contact the Information Commissioner's Office

*Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF*

Telephone: 0303 123 1113 (local rate) or 01625 545 745

Fax: 01625 524 510

Privacy Notice for Cllr Charles Royden in respect of Casework

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My contact details are:

The Vicarage, Calder Rise, Bedford. MK41 7UY charlesroyden@gmail.com

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