

# Elected Members Privacy Notice



**Oldham**  
Council

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Date and version

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## What this privacy notice is for

Our core data protection obligations and commitments are set out in the council's primary privacy notice at [www.oldham.gov.uk/dataprotection](http://www.oldham.gov.uk/dataprotection)

This notice provides additional privacy information for:

- Elected Members of the Council

## Updating our privacy notices

We may update or revise our privacy notices at any time so please refer to the version published on our website for the most up to date details.

## What we use your information for

We collect and/or obtain your personal information for the following purpose(s):

- Contact details
- Providing a service eg, council committees, full council, decision making processes, groups offices, neighbourhood teams, casework management
- Training and development
- Publicity and public relations
- Provision of goods and services
- Handling complaints
- Private communications with the council
- Payment of Councillors allowances/expenses
- Elections purposes
- Equality monitoring
- Political group membership and voting records
- Attendance and declarations at official meetings
- DBS checks
- Registration with the Information Commissioners Office on your behalf
- Statutory and non statutory registers, eg, register of interests
- To respond to requests for advice
- To ensure the Council complies with its statutory duties
- To hold appeals as appropriate
- To process applications received.
- Process community governance reviews
- Process petitions received

## What categories of personal information we use

Personal information can be anything that identifies and relates to a living person. This can include information that when linked with other information, allows a person to be uniquely identified. For example, this could be your name and contact details.

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

- 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

In order to carry out these purposes we collect and obtain the following personal information.

Category of personal data	Special/ Sensitive
Personal contact and address details	
Finance details	
Political affiliations/opinions	x
Visual images, personal appearance and behaviour	
Family details	
Employment and education details	
Business activities	
Offences (alleged and actual)	x
Trade union membership	x

## Legal basis for processing

The legal basis for processing your personal data includes:

- Consent
- Substantial public interest
- Archiving and research in the public interest
- Various legislation in relation to (but not limited to) Acts:
  - Electoral
  - Representation of the People
  - Local Government
  - Audit and accountability

If you fail to provide certain information when requested, we may be prevented from complying with our legal obligations

## Information sharing/recipients

We may share personal information about you with the following organisations/types of organisations:

- HMRC
- DBS
- Information Commissioner's Office
- Members of the public under Freedom of Information, where appropriate

- Local Government Ombudsman
- Councillors/ Panel members/ Trustees/ Directors
- Other services of the council
- External bodies, eg, Local Government Association, Independent reviews.
- With third parties including people who may have been identified as witnesses
- Companies House
- Moderngov consultants

As well as information collected directly from you, we also obtain or receive information from:

- Electoral Registration Officer
- Returning Officer
- DBS
- Members of the Public/ Third parties
- Other Elected Members
- Information Commissioners Office

## Data Transfers beyond European Economic Area

We do not routinely share your personal data with any organisation outside the UK, but information published on our website is available across the internet.

## Automated Decisions

All the decisions we make about you involve human intervention.

## How long we keep your data

We will only keep your personal information for as long as the law specifies or where the law does not specify this, for the length of time determined by our business requirements.

After we deliver a service to you, we have to keep your information as a business record of what was delivered. The type of service will determine how long we have to keep it. Our corporate retention guidelines show how long we keep it for different services.

The majority of information we hold is for a period of 6 years, with the exception of:

- Appointments as Directors of Companies/Trust Directors
- Information on Councillors/ Co-opted members/ Independent members is held for a period of 18 months after they leave office
- Information on Parish Councillors is held for a period of 18 months after the four year term of office of the parish council has concluded.
- In line with local government access to information rules and preservation of Council decision making records of historical value

## Where can I get advice

More information on how to seek advice in order to exercise your rights, raise a concern or complain about the handling of your personal information by the council can be found in the council's privacy notice which can be found at [www.oldham.gov.uk/dataprotection](http://www.oldham.gov.uk/dataprotection)