

## Privacy Notice for Personal Data of Councillors

Folkestone & Hythe District Council (the Council) needs to hold and use information about its members in order for the Council to fulfil its statutory functions and to operate effectively.

### **The Council and your personal information**

Your privacy is important to the Council, and we aim for full transparency on how it gathers, uses, and share your personal information in accordance with the Data Protection legislation.

The Council keeps its privacy notices under regular review. You should also read the council's corporate privacy policy which is on its website, and which applies to personal information the Council holds generally.

### **Personal information**

Personal information can be anything that identifies and relates to a living person. This can include information that when put together with other information can then identify a person.

Under data protection law, individuals have a right to be informed about how the council uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store, and use personal data about individuals elected to membership of the council ("Councillors").

The Council is registered as a data controller with the Information Commissioner under reference Z605908X.

If you have any concerns about how the Council is handling your personal data, these can be raised with the Council's Information Governance & Data Protection Specialist at:

Folkestone and Hythe District Council,  
Civic Centre,  
Castle Hill Ave,  
Folkestone,  
Kent CT20 2QY  
Email: [data.protection@folkestone-hythe.gov.uk](mailto:data.protection@folkestone-hythe.gov.uk)

## **The personal data we hold**

We process data relating to Councillors. Personal data that we may collect, use, store, and share (when appropriate) about you includes, but is not restricted to:

- Contact details.
- Disclosable pecuniary interests
- Evidence of qualifications
- Information about other interests

We may also collect, store, and use information about you that falls into “special categories” of more sensitive personal data. This may include information about (where applicable):

- sexuality and sexual health
- religious or philosophical beliefs
- ethnicity
- physical or mental health
- trade union membership
- political opinion
- genetic/biometric data
- criminal history

## **Why we use this data**

The purpose of processing this data is to help us run the council to:

- Establish and maintain effective governance.
- Meet statutory obligations for publishing Councillors’ details.
- Fulfil safeguarding obligations.
- Undertake equalities monitoring.
- Ensure that appropriate adjustments can be provided for Councillors who have protected characteristics.

## **Our legal basis for using this data**

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation.
- Maintain and operate the governance structure of the Council.
- Carry out a task in the public interest.

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way.
- We need to protect your vital interests (or someone else’s interests)
- We have legitimate interests in processing the data.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify our use of your data.

### **Collecting this information**

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

If the Council has asked for your specific consent to use your personal information, you have the right to remove it at any time. If you want to remove your consent, please contact [data.protection@folkestone-hythe.gov.uk](mailto:data.protection@folkestone-hythe.gov.uk) and identify which service you're using so the Council can deal with your request.

### **Your right**

You should refer for additional information about your rights to the Council's general privacy policy.

### **Who does the Council share your information with?**

Information about when the Council will share data, is contained in the Council's general privacy policy.

### **How does the Council protect your information?**

The Council has systems and process in place to make sure the records it holds about you (on paper and electronically) are done so in a secure way, and it will only make them available to those who have a right to see them.

### **Where is your information held?**

The majority of personal information is stored on systems in the UK. But there are some occasions where your information may leave the UK either in order to get to another organisation or if it is stored in a system outside of the EU. Where this is the case additional safeguards as required by legislation will be put in place.

### **How long does the Council keep your personal information?**

Councillors' personal information is treated in the same manner as employee information. The retention schedule lists how long such information is kept.

## **Where can I get advice**

If you have any worries or questions about how your personal information is handled please contact the Information Governance & Data Protection Specialist at [data.protection@folkestone-hythe.gov.uk](mailto:data.protection@folkestone-hythe.gov.uk)

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Alternatively, visit [ico.org.uk](http://ico.org.uk) or email [casework@ico.org.uk](mailto:casework@ico.org.uk).