

Information Commission Office

Data Protection Overview Training Notes

Councillor description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

Nature of work –

Councillor Reasons/purposes for processing information I process personal information to enable me to carry out casework on behalf of individual constituents. Type/classes of information processed I process information relevant to the above reasons/purposes. This may include:

- personal details
- family, lifestyle and social circumstances
- financial details
- education and employment details
- housing information
- details of complaints I also process sensitive classes of information that may include:
 - physical or mental health details
 - trade union membership
 - racial or ethnic origin
 - offences including alleged offences
- political affiliation of elected members Who the information is processed about I process personal information about:
 - constituents
 - elected representatives and others in public office
 - council employees
 - complainants and enquirers
 - relatives, guardians and associates of the person whose personal information I am processing
 - business or other contacts
 - the subject of complaints Who the information may be shared with I sometimes need to share the personal information I process with the individual them self and with other organisations. Where this is, necessary I am required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations I may need to share some of the personal information I process with for one or more reasons. Where necessary or required I share information with:
 - elected representatives and other holders of public office
 - landlords
 - local and central government
 - statutory law enforcement agencies including investigating bodies
 - political organisations
 - the media
 - healthcare, social and welfare advisers or practitioners
 - suppliers
 - the subject of complaints Transferring information overseas I do not transfer any personal information outside the European Economic Area (EEA).

In brief – what does the Data Protection Act say about handling personal data fairly and lawfully?

The Data Protection Act says that:

Personal data shall be processed fairly and lawfully and shall not be processed unless –

(a) at least one of the conditions in Schedule 2 is met, and

(b) in the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met.

This is the first data protection principle. In practice, it means that you must:

- have legitimate grounds for collecting and using the personal data;
- not use the data in ways that have unjustified adverse effects on the individuals concerned;
- be transparent about how you intend to use the data, and give individuals appropriate privacy notices when collecting their personal data;
- handle people's personal data only in ways they would reasonably expect; and
- make sure you do not do anything unlawful with the data.

CLRs should go to <https://ico.org.uk> for more in depth information