

## 1. Privacy notice

### 1.1 The data controller

The data controller is:  
Councillor Carolyn Robbins  
12 Great Borne  
RUGBY CV21 1SD  
United Kingdom

I will store the data in computer and manual record systems and restrict access according to relevant policies and procedures.

### 1.2 Personal data

The personal data I may hold **includes**: your name, address and contact details, along with any information you choose to give me relating to your personal circumstances.

I will use this data for the following purposes:

- To provide advice, if you request it;
- To investigate any issues you may raise with me;
- To find out about your involvement with any public authorities, if you ask me to;
- To prevent or detect fraud or other crime.

### 1.3 Legal basis

The processing is necessary so that I can carry out my responsibilities as a councillor.

Data protection law describes this legal basis as **necessary for performance of a public task, or in the public interest.**

If you do not provide the information I ask for it may not be possible for me to look into any matters that you raise with me.

I may need to process Special Categories of personal information in order to find out about your case. Where this is necessary, data protection law describes this exemption as being of **substantial public interest.**

### 1.4 Consent

I do not need your consent to collect or process your personal information. This is because I need the information in order to investigate your case.

### 1.5 Disclosure

I may pass on your personal data to third parties for the purposes of detecting or preventing fraud or other crime, or if it is necessary to consider your case. These organisations may include Rugby Borough Council, Warwickshire County

Council, Warwickshire Police, the Department of Work and Pensions, HMRC or any other organisation where I am required or permitted by law to share information.

I may also share your information with the following data processors, whose systems I use to manage my records efficiently and effectively: *LIST DATA PROCESSORS WHERE RELEVANT*. These data processors are located in: *IDENTIFY PROCESSOR AND NON-EU COUNTRY WHERE RELEVANT*.

Your records are held in a secure location on a computer system that only I may access. When it is necessary to hold personal information in printed form, these records are held in a secure location and disposed of securely when no longer needed.

#### 1.6 **Retention period**

I will process your personal data for as long as it takes for me to investigate your case and to provide you with a response. I will delete your records if I do not hear from you for more than two years.

#### 1.7 **Your rights as a data subject**

You have the right:

- to request a copy of the information that we hold about you;
- to correct data that we hold about you that is inaccurate or incomplete;
- in certain circumstances you can ask for the data we hold about you to be erased from our records;
- where certain conditions apply to have a right to restrict the processing;
- in some circumstances, to have the data we hold about you transferred to another organisation;
- to object to certain types of processing such as direct marketing;
- to complain if we refuse a request you may make using these rights and you are not happy with our reason.

I may refer any request you may make using these rights to another organisation, if they have been involved in processing your personal data.

#### 1.8 **Complaints**

If you are unhappy about how I handle your personal data you can complain and I will investigate. You can also complain to the Information Commissioner's Office.

#### 3.0 **More information**

This notice was last updated on 29 May 2018..