

## **Watford Borough Council Elected members - Privacy Notice**

This is the privacy statement for **Councillor Sara Jane Trebar** an elected member of Watford Borough Council (“the council”).

### **Who I am**

I am **Councillor Sara Jane Trebar** elected member for **Vicarage Ward**, and a member of the **Labour Group**. Details of my appointments within the council, outside appointments and my register of interests can be seen on the council website at [Councillor details - Councillor Sara Jane Trebar | Watford Borough Council](#)

### **Your personal data – what is it?**

Personal data is information relating to a living person who can be identified from that data. Identification can be based on the information alone, or in conjunction with any other information. The processing of personal data is governed by the General Data Protection Regulation 2016 (GDPR).

### **What information will I collect from you?**

I will only collect the personal information I need to provide you with relevant information, services and support.

### **How I will use the information about you**

As an elected member, I will only be able to look into concerns which you raise if I can use your personal information, for example so I can contact you with the result of my inquiries. If your query relates to your own involvement with the council then I will need details of this involvement in order to be able to assist you.

I also receive information about individuals from third parties such as where constituents raise queries or complaints about other people, and I receive information from the council relating to individuals where the matter in question is being reported to a council committee.

### **The legal basis for processing (using) your personal data**

If you have contacted me and provided me with your personal information, as an elected member my task is always for the public interest and therefore I will use your information for your legitimate interest to investigate your enquiry/problem to fulfil my task.

Where I have been given information about other people then I use this information because it is necessary for me to use it for the performance of a task carried out in the public interest by the council, in order for me to carry out my functions as an elected member.

For some activities, I also need to process more sensitive personal information about you for reasons of substantial public interest as set out in the Data Protection Act 2018. It is necessary for me to process this more sensitive information for a number of reasons including:

- to carry out key functions as set out in law;

- in order to protect your vital interests or the vital interests of others in circumstances where I will not be able to seek your consent;
- or with your explicit consent.

### **Who I share your information with**

As an elected member of Watford Borough Council I would normally pass your personal details and the circumstances of your query/complaint to the relevant department within the council to enable them to look into the issue. It is not unusual for constituents to raise issues with me about other bodies and therefore if that happens I will need to refer the question/complaint to them. Details of third parties I am likely to contact are set out below. I do not generally pass personal details of constituents who contact me to anyone else unless I am required to do so by law or where this is in connection with a criminal investigation.

- Watford Community Housing,
- Hertfordshire County Council
- the Health Authority/Hospital Trust,
- Veolia our partner for waste and parks
- fellow councillors

### **How long do I keep hold of your information?**

I will keep your personal data for no longer than reasonably necessary. I will only keep your personal information for the duration of my council term of office, which means normally for a maximum of four years.

### **Your rights**

You have the following rights:

- Access to your information – you have the right to request a copy of the personal information that I hold about you.
- Correcting your information – I want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask me to correct any personal information about you that you believe does not meet these standards.
- Deletion of your information – you have the right to ask me to delete personal information about you where:
  1. You think that I no longer need to hold the information for the purposes for which it was originally obtained;
  2. I am using that information with your consent and you have withdrawn your consent – see Withdrawing consent to using your information below;
  3. You have a genuine objection to my use of your personal information – see Objecting to how I may use your information below
  4. My use of your personal information is contrary to law or other legal obligations.
- Objecting to how I may use your information – You have the right at any time to tell me to stop using your personal information for direct marketing purposes. I will only use your information to provide you with general updates on my activity as a councillor, and on events within the ward, with your consent.

- Restricting how I may use your information – in some cases, you may ask me to restrict how I use your personal information. This right might apply, for example, where I am checking the accuracy of personal information that I hold about you. This right might also apply if I no longer have a basis for using your personal information but you don't want me to delete the data.

Where this right is realistically applied will mean that I may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

- Withdrawing consent to use your information – Where I use your personal information with your consent you may withdraw that consent at any time and I will stop using your personal information for the purpose(s) for which consent was given.

**Please contact me as stated above if you wish to exercise any of these rights.**

### **Information I hold about other people**

Most of the personal information I hold relates to people who have approached me in connection with a particular issue. However I also hold information about other people as well, where this has been given to me in connection with such an issue. In some cases I will contact these other people directly to inform them that I have been provided with information about them (and also to tell them about their rights under data protection law and advise them about the terms of this privacy statement) but in many cases this is impractical. I will often hold third party information in connection with attempts to get the council to take some sort of enforcement action and it would not be appropriate for me to contact third parties in these sorts of circumstances.

### **Profiling or automated decision-making processes**

I do not make use of automated decision-making processes or profiling.

### **Getting in touch**

If you wish to request a copy of the personal information that I hold about you or if you have any general data protection queries, my contact details are as follows:

Watford Borough Council

Town Hall,

Watford, WD17 3EX

Mobile Phone: 07903 205269

E-Mail: [sara-jane.trebar@watford.gov.uk](mailto:sara-jane.trebar@watford.gov.uk)

### **If you have a complaint**

If you are unhappy with the way I have dealt with your personal information, please contact me in the first instance and I will try to resolve the issue. However, if you remain dissatisfied you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>