**Newcastle City Council - Privacy Notice for Councillors**

**Why we use your personal information**

We use your personal information so that we can deal with any issues or complaints that you may have within your ward (constituency casework).

**What we will do with it**

When we take up casework on your behalf, we may need to share your personal information with the Council or another organisation. We will only share information with another ward member or with the council where it is necessary either:

To address your concerns; or

Where the particular issue raises a matter which concerns other councillors in the same ward.

We will only share as much information as is necessary to take your case forward. Other than in the circumstances above, we will not share your personal information with any other third parties without your consent.

**How long will we keep your information?**

Information will not retain information for longer than necessary. Personal information held that relates to live cases will be reviewed annually and deleted if no longer relevant or where retention is no longer justified.

**Your rights**

You have a number of rights in relation to your personal information. You can:

- Ask for a copy of the information we hold about you

- Request that we correct or update any personal information we hold

- Ask that we erase or restrict the way we use your information

A full list of your rights can be found on the Council’s full privacy notice.

**What if I am not happy with the way you have handled my personal information?**

If you are unhappy with the way we have handled your personal information, you should contact the ward councillor concerned in the first instance. If you are not satisfied with the ward councillor’s response, you can complain to the Information Commissioner’s Office:

The Information Commissioner's Office,

Wycliffe House,

Water Lane,

Wilmslow,

Cheshire,

SK9 5AF.

Telephone: 0303 123 1113 / 01625 545745

Email: mail@ico.gsi.gov.uk