

Privacy Notice (How we use your information)

Councillor and Co-opted Member Complaints

The categories of information that we collect, process, hold and share include:

Unless otherwise agreed with you, we will only collect the minimum personal data required to deliver the service, which includes your name, contact details, details of the complaint and names of any third parties involved in the complaint. We ask you to sign the complaint form. We do not ask you for any special category personal information, or information relating to criminal convictions or offences but acknowledge that this may be relevant to the complaint.

Why we collect and hold this information

We use this personal data in order to conduct the investigation into your complaint.

The lawful basis on which we use this information

We have a legal obligation under s28(6) the Localism Act 2011, to have arrangements in place under which allegations about councillors and co-opted members can be investigated, and under which decisions on allegations can be made.

We collect and process information about you in line with our statutory duty under s28(6) the Localism Act 2011, and in accordance with Article 6(1)(c) of GDPR.

We process any special category data you may choose to provide as part of your complaint in accordance with Article 9(2)(a) of the GDPR.

Storing this information

We will hold the information about you securely, and for no longer than reasonably necessary. The information will form part of the complaint file, and held while the councillor or co-opted member remains in office, unless the complaint is unfounded, in which case it is held for six years from resolution and then deleted.

Who we share this information with

The information provided may be shared with some or all of the following depending on the nature of the complaint: the Standards sub-committee, deputy monitoring officer, councillors, elected members, police, council officers, parish clerks, co-opted members and independent investigators, who have demonstrated that they have a lawful and legitimate interest in the information, in accordance with the processes stipulated in the Localism Act. At no point is your data shared or processed outside of the UK.

We may lawfully disclose information to public sector agencies to prevent or detect fraud or other crime, or to support the national fraud initiatives and protect public funds under the Local Audit and Accountability Act 2014. Under the conditions of the Digital Economy Act 2017, we may also share personal data provided to us with other public authorities as defined in the Act, for the purposes of fraud or crime detection or prevention, to recover monies owed to us, to

improve public service delivery, or for statistical research. We do not share the information with other organisations for commercial purposes.

Why we share this information

We collect and process information about you in line with our statutory duty under s28(6) the Localism Act 2011. This is in order to process your complaint.

We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

Further information

If you would like further information about how we manage your data, please see the privacy notice for Kirklees Council at www.kirklees.gov.uk/privacy.

You have the right to see the personal data we process about you, as well as the right of rectification and restriction (to destruction of records only). For details of how to make such a request, please see the information on individual rights on the Council's website at: www.kirklees.gov.uk/dataprotection.

If you would like further information about this privacy notice, please contact: The Monitoring Officer at monitoring.officer@kirklees.gov.uk.

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at DPO@kirklees.gov.uk or by ringing 01484 221000.