

GDPR Privacy Notice – Elected Members

This is the privacy notice for Sandra Reynolds, an Elected Member of Inverclyde Council (“the Council”).

Contact Details

I am Sandra Reynolds, Elected Member for Ward 5 – Inverclyde West, and a member of the Scottish National Party. Details of my appointments within the Council, outside appointment, surgery details and my register of interests can be seen on the Council’s website at [Councillor Reynolds, Sandra - Inverclyde Council](#).

My contact details are as follows:

Address: C/o Inverclyde Council, Municipal Buildings Greenock PA15 1LX

Phone: 01475 712281

Mobile: 07385 957383

E-Mail: sandra.reynolds@inverclyde.gov.uk

If you would like to contact our Data Protection Officer about a data protection matter, please contact the Information Governance Team by email at dataprotection@inverclyde.gov.uk

What information do I need?

As an Elected Member I may need your relevant personal information in order to deal with your casework and this will include details such as:

- Personal details
- Family, lifestyle and social circumstances
- Financial details
- Education and employment details
- Housing information
- Details of complaints
- Details relative to your casework including relevant third parties or organisations

Why do I need this information?

As an Elected Member, I process personal information to enable me to carry out casework on behalf of individual constituents and to look into concerns which are raised.

If your query relates to you own involvement with the Council or one of the Council’s Arms’ Length External Organisations (ALEO) then I will need details of this involvement in order to be able to assist you.

The Legal Basis for collecting the information

I will use your information 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.

What will I do with your information?

Where necessary or required, your information will be shared with the recipients or categories of recipients listed below:

- The Council
- The Council's Arms' Length External Organisations (ALEOs) (such as Inverclyde Leisure or Riverside Inverclyde)
- Elected representatives and other holders of public office

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.

All of the information I collect from you will be processed by staff in the United Kingdom. All data which I hold is held within the UK.

How long will I keep your information?

I will only keep your personal information for the current term of my appointment (normally a maximum of 5 years) and a further 1 year from the previous term if applicable.

Your Rights

You will have the following rights:

- To withdraw consent at any time, where the legal basis specified above is consent
- To request access to your personal data
- To object, where the Legal Basis specified above is: i) public task or ii) legitimate interests
- To data portability, where the Legal basis specified above is i) consent or ii) performance of a contract
- To request rectification or erasure of your personal data, as so far as the legislation permits

Please contact me if you wish to exercise any of these rights.

If you are unhappy with the way I have handled your personal data I would be happy if you raised this directly with me in the first instance. However, you also have the right to complain to the Information Commissioner's Office who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. By phone on 0303 123 1113 (local rate) or 01625 545 745. Visit their website for more information at [Make a complaint | ICO](#).

Automated Decision Making

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