



BMBC PRIVACY NOTICE

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**At BMBC we are committed to protecting and respecting your privacy.
This Privacy Notice tells you what you can expect when councillors collect
your personal information.**

Stage one: Who are we?

Councillors represent residents as part of their work in the community. They contact officers of the Council and other organisations on your behalf to investigate your concerns and respond to your enquiries.

The scope of this notice covers the constituency work conducted by councillors; it does not extend to roles undertaken on behalf of the council (e.g. cabinet) or other organisations.

Stage two: What type of personal information we will collect from you

Depending on the nature of your enquiry, councillors may need to collect personal information to assist you, including:

- Your name
- Address
- Contact information (phone number/email address)
- DOB
- National Insurance number

In some situations, such as assisting you with specific issues or with specific organisations, councillors may require special category information such as:

- Health Data

This list is not exhaustive, and the data collected is dependent on the nature of the enquiry.

Stage three: Why do we need your personal information?

Councillors require information from you to ensure that they can handle your concerns or enquiries.

Stage four: How we will collect your personal information

Councillors will collect your personal information in a number of ways, for example:

- In person at a surgery or community event
- By phone call
- In writing by letter or email

Stage five: Our Legal Basis for processing your information

In most cases Councillors will only process your personal information because you have contacted them. In these cases, the following legal basis applies:

- UK GDPR Article 6(1)(a) – Consent
- UK GDPR Article 9(2)(a) – Explicit Consent (where special category data is shared)

If you raise an enquiry on behalf of a friend or relative you will need their consent for the councillor to assist you.

In some cases, councillors may process your personal information without consent, such as in situations where your contact raises safeguarding concerns. In these cases, a councillor may process personal information in their role representing the council under Article 6(1)(e) – Public Task.

Stage six: Why we may need to share your information

Councillors will only ever pass on information where the nature of your enquiry requires it and a suitable legal basis applies.

Specific agreement is not required to share personal information in the following circumstances:

- the law states that we can
- there is a risk of serious harm or threat to life
- we are directed by a court of law

However, where possible we will always seek your agreement to share your information.

Stage seven: Who we may share your information with

In most cases councillors will share your personal information with services at BMBC depending on the nature of the enquiry, such as but not limited to:

- Adult Social Care
- Children's Social Care
- 0-19 Service
- Finance
- Planning
- Highways
- Customer Resolution Team
- Information Governance Team
- Ward Colleagues (each ward has 3 councillors)

Where input is required from external partners, councillors may share your information with agencies such as but not limited to:

- NHS
- Police
- Fire Service
- Government agencies (DWP, HMRC, DfE etc.)

Stage eight: How long will your information be kept?

Information will be retained by Councillors for the duration of their term of office, or for 6 years, depending on which is sooner. Any information that is shared will be retained by the recipient in accordance with their own retention schedules.

Stage nine: What will happen if you fail to provide personal information?

If you fail to provide personal information then councillors may not be able to provide you with the assistance you need, depending on the nature of your enquiry.

Stage ten: How to access and control your personal information

BMBC have a Data Protection framework in place to ensure the effective and secure processing of your information. For details on how your information is used, how we maintain the security of this and your rights to access the information we hold about you, please refer to the [Barnsley Metropolitan Borough Council privacy notice](#)

Should you need to contact the council to discuss how we use your information, please contact the Information Governance Team by email at informationrequests@barnsley.gov.uk. If you are not satisfied with our response, you may contact our Data Protection Officer on DPO@barnsley.gov.uk

If you are not satisfied with the way we have handled your information, the Information Commissioners Office (ICO) is the UK's independent authority upholding information rights in the public interest and can be contacted at www.ico.org.uk