

## **Councillor Amy Tisi - Privacy Notice**

### **Who you are:**

I am the councillor for Clewer East ward (together with Karen Davies). The main committees I am on are the Windsor Development Panel and the Corporate Parenting Forum.

5 Hazlemere Road  
Windsor  
SL4 5ET

cllr.tisi@rbwm.gov.uk

### **Lawful basis for processing information:**

General Data Protection Regulation Article 6(1)(e) – processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

### **How I collect information:**

Information mostly comes from residents when they raise an issue. It may also come from my fellow Clewer East councillor, Karen Davies, as we work as a team to better help residents, and it may also come from departments of the council in response to a neighbourhood issue.

### **Categories of information:**

As your Councillor I deal with a wide range of issues and may process many categories of personal and special category personal data such as, name, address, contact details, health conditions, criminal convictions, trade union membership etc.

### **How I use the information provided:**

I use the information you provide to me to carry out my duties as an elected councillor e.g. to help resolve any issues you have brought to my attention and to lobby on your behalf.

### **Who has access to the information about you:**

I will have access to the personal data you have provided to me and sometimes it will be shared with my fellow Clewer East councillor, for example if we are working

on an issue together or to provide holiday cover. It may be stored on my secure RBWM outlook account, Royal Borough of Windsor & Maidenhead (RBWM) I.T. systems or in a password-protected file. For environmental reasons I do not keep paper records, however if a residents sends me a letter I will retain it whilst dealing with the issue and then make a note which is retained in the RBWM I.T. systems or in a password-protected file.

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

I may share your personal data with a wide range of services depending on the issue raised and also with my fellow Belmont councillor so that we can work as a team. If you would like to know the information journey for any specific request, please email me and I will provide details of any 3<sup>rd</sup> parties/organisations that I have shared your personal data with to enable resolution of your issue.

All services delivered by RBWM have their own privacy notice to show the information journey that personal data takes. Please take the time to read any notice of interest to you. <https://www3.rbwm.gov.uk/privacy>

### **How long I store your information:**

I will retain records of issues raised and the person who raised them whilst I am serving as a councillor as it may be helpful to refer back to the original issue, e.g. if the issue re-occurs.