

## **Councillor Karen Davies – Privacy Notice**

**Who I am** – I am the councillor for Clewer East ward (together with Amy Tisi). The main committees I am on are Windsor Development Management Panel, Licensing Panel, Aviation Forum, Windsor Town Forum and the Climate Emergency Steering Group.

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### **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.

Local Government Act 1972

### **How I collect information –**

Information mostly comes from residents when they raise an issue. It may also come from my fellow Clewer East councillor, Amy Tisi, 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 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) IT systems or in a password-protected file. For environmental reasons I do not keep paper records, however if a resident sends me a letter I will retain it whilst dealing with the issue. After the issue is resolved, I will keep a summary of the issue on file in my RBWM IT system 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 with my fellow Clewer East 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 3rd 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.