

## **Code of Conduct Complaints Privacy Notice**

### **Who we are:**

Monitoring Officer for the Royal Borough of Windsor and Maidenhead  
Democratic Services  
Town Hall  
St. Ives Road  
Maidenhead  
SL6 1RF  
Tel: 01628 796529 or 0118 974 6539

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

Localism Act 2011

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 we collect information:**

Personal data is supplied by the complainant from completing the Code of Conduct complaints form entitled 'Councillors Code of Conduct: Making a complaint'.

Personal data may also be collected by interactions with the Monitoring Officers in the course of an investigation.

### **Categories of information:**

Name, address, and other contact details, as well as any personal data and possibly special category personal data (e.g. health) about you that are relevant to your complaint

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

We use the information to investigate your complaint and to keep you informed about our progress.

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

The Monitoring Officer.

Once the investigation is concluded the details and the findings are published to the council's website. Your name only, and the circumstances of your complaint, will be disclosed into the public domain when the decision is published on the Council's website.

[https://www3.rbwm.gov.uk/info/200130/councillors\\_and\\_mps/904/councillors\\_code\\_of\\_conduct\\_decision\\_notices](https://www3.rbwm.gov.uk/info/200130/councillors_and_mps/904/councillors_code_of_conduct_decision_notices)

**Who we may share your information with:**

Democratic Services, and the Councillor complained about. – Your complaint will be processed by the Democratic Services department before passing to the Monitoring Office. The Councillor you have complained about will need to be given full details of your complaint to enable him or her to make a reply.

Your name and the circumstances of your complaint may also be shared with a third-party investigator as part of the complaints process.

**How long we store your information:**

For the duration of the publication of the decision, and for such further time as required to facilitate any appeal to the Local Government and Social Care Ombudsman.

**Does your service utilise automated decision making?**

No