

## **Councillor Gary Muir – Privacy Notice**

**Who I am** – Cllr Gary Muir, member for Datchet, Horton and Wraysbury ward. I am also the Deputy Mayor.

Address: c/o Democratic Services, Town Hall, St Ives Road, Maidenhead.

Telephone: 07860 951906

Email: Cllr.Muir@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.

Local Government Act 1972

### **How I collect information –**

Information mainly comes in the form of face to face conversations, emails, telephone call and letters from residents of the Datchet, Horton and Wraysbury Ward, as well as from those people I deal with across the Royal Borough and further afield in connection to my role as Ward Member and Deputy Mayor, as well as other connected duties.

I collect personal information from surveys, consultation and social media sources.

### **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 am the only one who has access to the personal data you have provided to me. It may be stored on my secure Royal Borough Outlook account, Royal Borough IT systems or a locked cabinet in in paper format, accessible only to myself.

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

I may share your personal data with a wide range of services depending on the issue raised. 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://www.rbwm.gov.uk/>

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

Personal data is retained for the period I am your councillor.