

Councillor Carole da Costa – Privacy Notice

Who I am – Cllr Carole da Costa, councillor for Clewer & Dedworth East ward (together with Cllr Helen Price). I serve on the Corporate Parenting Panel and the Adults, Children & Health Overview and Scrutiny Panel.

Address: c/o of Democratic Services, Town Hall, Maidenhead, SL6 1RF.

Telephone number: 07931 307601

Email: Cllr.C.dacosta@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 mostly comes from residents when they raise an issue. It may also come from my fellow Clewer & Dedworth councillors, Helen Price and Wisdom Da Costa; often residents contact Wisdom instead of me and vice versa. The Clewer & Dedworth councillors work as a team to better help residents and prevent duplication of workload. Information is occasionally passed on from departments within the council in response to an issue. More recently I have also been contacted via the West Windsor Hub.

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 and housing conditions (this is not an exhausted list).

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 provided to me and sometimes it will be shared with my fellow councillors, 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, in a password-protected file. I may keep paper records for a period of time i.e. if a resident sends me a letter or copies of pertinent information. I will retain it whilst dealing with the issue and then if necessary, 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. 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://www.rbwm.gov.uk/>

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 to the original issue, e.g. if the issue re-occurs.