

## **Councillor Simon Werner – Privacy Notice**

**Who I am** – Cllr Simon Werner, councillor for Pinkneys Green. The main committees I sit on are the Corporate Overview and Scrutiny Panel and Employment Panel.

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Telephone number: 01628 634443

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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 Pinkneys Green councillor, Clive Baskerville, 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 am the only person who has access to the personal data you have provided to me. 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 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 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 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–**

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.