

Councillor Wisdom da Costa – Privacy Notice

Who I am – Cllr Wisdom da Costa, councillor for Clewer & Dedworth West ward (together with Cllr Jon Davey). I serve on a range of panels, sometimes as a substitute member; as at May 2020 these comprise Cross Party Climate Change Panel, Berkshire Pension Fund Panel, and the Windsor Urban Development Management Panel (this is currently in the temporary guise of Royal Borough Development Management Panel).

Address: 90 Pierson Road, Windsor, SL4 5RF

Telephone number: 07962 144901

Email: Cllr.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 councillors with who are part of the West Windsor Residents Association (WWRA), Cllr Carole Da Costa and Cllr Jon Davey, as we work as a team to better help residents. 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, comments and concerns 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 councillors in Windsor, as well as Cllr Lynne Jones (Leader of the Independent Group for advice), for example if we are working on an issue together or to provide holiday cover.

Where I receive correspondence from residents outside of Windsor, but within RBWM, this may also be shared with Councillors from that area.

Information may also be shared with appropriate officers in RBWM who might be of assistance to the resident, and others such as the police if required to by law.

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 and I may store it in electronic form. 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 and also with my fellow Windsor councillors 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://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.