

Councillor Neil Knowles - Privacy Notice

Who I am-

Councillor Neil Knowles. I am the councillor for Old Windsor ward (together with Lynne Jones). I serve on the Windsor planning appeals panel and Windsor Town Forum and am a member of the Licensing Appeals panel group.

Address: c/o Democratic Services, Town Hall, St Ives Road, Maidenhead, SL6 1RF.

Telephone: 07890 382398

Email: Cllr.Knowles@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 Old Windsor councillor, Lynne Jones, 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 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 Old Windsor councillor, 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, or 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 third 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/privacy>

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.