

## **Councillor Sayonara Luxton– Privacy Notice**

### **Who I am –**

Councillor Sayonara Luxton, member for Sunningdale and Cheapside ward. I am the Mayor of the Royal Borough for the municipal year 2020-2021.

Address: 5 Sheridan Range, Sunningdale, Ascot, SL5 0BX.

Telephone: 01344 638730

Email: [Cllr.Luxton@rbwm.gov.uk](mailto:Cllr.Luxton@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 Sunningdale and Cheapside councillor, Christine Bateson, 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. As mayor, I receive invitations to attend functions from charities or other community groups operating within Windsor and Maidenhead. I may receive communications from residents or other organisations relevant to my appointment as mayor.

**Categories of information** - As your councillor and mayor 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 and mayor, 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** – Only myself and RBWM officers unless you give me permission to share your details with another organisation. When

acting in my capacity as mayor, any correspondence I receive is passed on to my secretary or the mayoral team who process it on my behalf.

I am the only one who has access to the personal data you have provided to me in my capacity as a councillor. It may be stored on my secure RBWM Outlook account and RBWM IT systems. For Mayoral appointments, details are stored in the mayor's diary which is accessed by myself, my secretary and the mayoral team. The diary is stored in both electronic and paper format. All mayoral paperwork is kept in either the Mayor's Parlour or my secretary's office at the Town Hall in Maidenhead.

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

I may share your personal data with a wide range of internal services, including the mayoral team, 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**– Personal data is retained for the period I am your councillor. Personal data provided to me to carry out my role as mayor will be retained for my term of office as mayor.