

## Privacy Notice – Councillor Tracey Coulson Representing Stow Ward

### Information held about you.

As an elected member, I will only be able to look into concerns which you raise if I can use your personal information, for example so I can contact you with the result of my enquiries. If your query relates to your own involvement with the council then I will need details of this involvement in order to be able to assist you.

### What information do I require?

Name  
Address  
Telephone number  
Mobile Number  
Email address

### Who is processing my information?

All personal information is held and processed by me in accordance with data protection law.

### How will I use information we hold about you?

Personal information held by me will be used to assist me in dealing with your enquiry.

### Who I will share your information with?

As an elected member of West Lindsey District Council I will pass your details, and the detail of the situation you have sought my help about, to the relevant council officers in order to allow the council to look into the issue. In order to fully investigate your issue, I or relevant council officers may also need to contact external agencies and share the information you have provided in order to resolve the matter.

I will not pass personal details of constituents who contact me to anyone further else unless I am required to do so by law or where this is in connection with a criminal investigation.

### How long do I keep your records?

Your information will be stored securely and will be retained for a maximum period of 4 years from the date of your enquiry. However at the end of my term of office all

information I hold will be immediately deleted.

### **Your rights**

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or, in some circumstances, erased if incorrect.

### **Further information**

If you have any questions or concerns about how your information is used, or if you would like to receive a copy of the personal information I hold, please contact me at the following address, West Lindsey District Council, The Guildhall, Marshall's Yard, Gainsborough, Lincolnshire, DN21 2NA, email: [clr.t.coulson@west-lindsey.gov.uk](mailto:clr.t.coulson@west-lindsey.gov.uk)

More information about data protection and how it applies to you, including how to make a complaint is available from the Information Commissioner's Office.