

## Councillor Privacy Notice - Councillor Laura Murtagh



**Falkirk Council**

### Who I am?

I am an elected Councillor for Falkirk Council, elected to the ward of Carse, Kinnaird and Tryst (Ward 4) from May 2017-May 2022.

To fulfil my role as a councillor in helping people who contact me, I need to process personal information about you which makes me a data controller. I will handle any personal information you give to me confidentially and in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

If you would like more information about GDPR and the Data Protection Act 2018, this can be obtained from the Information Commissioner's Office through their website [www.ico.org.uk](http://www.ico.org.uk) or on their advice line 0303 123 1113.

### How will I use the information about you?

If you ask me to pursue a matter on your behalf, I may use your information in order to pursue the matter you have raised with me. In order to help you or pursue the matter, I may pass your personal and sensitive (special category) personal information to other relevant agencies and staff, such as those within Falkirk Council, the NHS and other local agencies as befits the enquiry. I intend however that only the minimum possible personal information will be shared with other agencies, as is necessary to assist you.

I will only process your personal data when it is lawful to do so. As an elected member, the most common reason is the performance of a task carried out in the public interest. Where I process sensitive information, the reason is that of substantial public interest.

If you give me personal information about someone other than yourself, I may need to check the facts with that other person. If you ask me to take action on behalf of a friend or relative, I may need to contact that person to confirm that they are happy for me to act on their behalf. If you feel it would not be appropriate for me to contact the other person, you should discuss this with me when you give me their information.

### What information do I collect about you?

I collect personal information that is supplied to me in my role as a councillor. It includes information supplied by my constituents and others in relation to matters which I have been asked to pursue in the interests of individuals and groups who live in my ward such as:

- details of specific cases
- information provided by signatories on petitions
- responses to questionnaires / consultations and
- contact details for the purpose of communicating news and updates

## **Ward news and events**

From time to time, I would like to send you information about ward news and events, but I will not use your contact details to do this unless you have said that you would like to be sent this information.

If you have said that you would like this information, but later change your mind, you have a right at any time to let us know if you no longer wish to be sent this information. If you wish to receive or stop receiving this information, please contact me.

## **Access to your information and correction**

If you wish to see any information that I hold about you, if you want me to update or correct any personal information that I hold about you, or if you have any queries regarding personal data that I hold about you, please contact me.

## **Retention Period**

In general I will only hold information about you for the purposes of your enquiry and will avoid keeping your personal data for longer than necessary after this. Due to the nature of more complex case work and ongoing ward issues it may sometimes be necessary to keep your information on file for future contact. This period will not extend beyond my term of current election in 2022, at which point all information will be erased unless further permission is given relating to ongoing cases.

## **Complaints**

If you have a concern about the way I am collecting or using your personal data, please let me know and I will try to resolve this. If you are still concerned, you can contact the Information Commissioner:

### **Information Commissioner's Office**

Wycliffe House  
Water Lane  
Wilmslow, Cheshire  
SK9 5AF

**0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number**  
**casework@ico.org.uk**

### **Changes to this privacy policy**

This privacy policy was last updated in November 2019.

### **How to contact me?**

Please email or write to me at the address listed here if you have any queries regarding this privacy policy or how I handle your information.

### **Further information**

Falkirk Council has its own privacy policy, details of which can be accessed here

<https://www.falkirk.gov.uk/privacy/>

*Councillor Laura Murtagh*  
*SNP - Carse, Kinnaird and Tryst Ward*

Municipal Buildings, Falkirk FK1 5RS

Telephone: 01324 506165

Mobile: 07484 926988

Email: [laura.murtagh@falkirk.gov.uk](mailto:laura.murtagh@falkirk.gov.uk)

[www.falkirk.gov.uk](http://www.falkirk.gov.uk)