

Gloucestershire County Council (GCC) Elected Member Data Protection Policy Statement

In order to lawfully use 'special category data' data controllers must have an appropriate policy document in place that shows how they will comply with the data protection principles. For elected members of GCC this statement is that policy document. Special category data is:

- race
- ethnic origin
- politics
- religion
- trade union membership
- genetics
- biometrics (where used for ID purposes)
- health
- sex life, or
- sexual orientation.

Principle 1

I will process personal data fairly by keeping people informed about my actions.

I will be transparent by publishing this policy statement on the County Council's website.

I will understand the reasons behind my use of personal data by maintaining a register of processing activity.

If I don't have a lawful reason for using personal data I will seek consent from the relevant individual(s).

I will not use your personal data that I hold relating to council business for a political purpose, unless both you and the council agree.

Political campaigning falls within the definition of direct marketing therefore, if I am campaigning for election to an office in a political party, I will only use personal information controlled by my party if its rules allow this.

Principle 2

As a councillor, I will process data for the following purposes:

- As a member of the council (*where I am acting as an agent of the council*)
- As a representative of the residents of my ward (*where I am the data controller*)
- As a representative of a political party (*where the party has sanctioned this*)

I will not use personal data in a way that is incompatible with the purpose for which it was originally collected.

Principle 3

I will only ask you for personal details that are necessary for me to undertake the task that I need to do.

I will only share relevant details on a need to know basis.

Principle 4

I will ensure the personal data I collect and use is accurate and up to date.

When I use one, I will ensure I have the latest copy of the electoral register.

If you let me know your personal data is factually incorrect I will make sure it is amended and/or securely destroyed.

Principle 5

I will keep personal data as long as required and in accordance with my retention schedule:

Type of record	Retention
Political parties' papers	Keep for 3 years after last action, and then destroy.
Leader of council papers, leader of opposition papers	Keep for 3 years after last action, and then destroy.
Correspondence and advice	Keep for 3 years after last action, and then destroy.
Information about attendance (not the official record)	Keep for one year after the meeting, and then destroy.
Councillors' own notes about official meetings they attended	Destroy upon publication of the official minutes.
Correspondence with central government and MPs about council business	Keep for 6 years after last action, and then destroy.
Records relating to Members' declarations/registers of interest	Keep for 6 years from the date of leaving office

Principle 6

I use GCC provided ICT equipment to process personal data, which has appropriate security software installed.

GCC meets the technical and organisational requirements for the Data Security & Protection Toolkit (previously the Information Governance (IG) Toolkit).

I ensure my password is only known to me.

I store paper records in locked storage.

I shred personal/sensitive information or bring it into GCC offices for secure disposal.

I will work with the council's ICT and Information Management Service if anything goes wrong to rectify the issue.