

Elected Member Privacy Notice – Councillor Donna Collins

Details of process for which personal information is being used:

To serve the interests of my constituents and allow me to fulfil my role as an elected member.

Overview:

The personal information you have provided will be processed by myself, Councillor Donna Collins, elected member for ward 06 – Dunbar and East Linton and member of Scottish Conservative Party.

My contact details are:

Address: c/o East Lothian Council, John Muir House, Brewery Park, Haddington, East Lothian, EH41 3HA

Telephone No: 01620 827204

Mobile Number: 07977 165059

Email: dcollins2@eastlothian.gov.uk

Details of the committees I am on, outside body appointments, my register of interests and my surgeries are on my webpage [Councillor Donna Collins](#) on the council website.

Processing Personal Data:

Any personal information provided by you will be used to support my role as an elected member. For example, to allow me to undertake case work on behalf of constituents, and to represent the interests of my constituency.

I will only process your personal data when it is lawful to do so. The most common reason under data protection legislation is the performance of a task carried out in the public interest. In relation to special category data (sensitive data such as medical conditions) the lawful condition is that of substantial public interest.

Information Sharing

Depending on the nature of your enquiry, I may need to share your personal data with Council Officers and other elected members. Otherwise I will not share any personal data which is not connected with a constituent's case unless I am required to do so by law, for example the prevention or detection of crime.

Retention

I will not keep your personal information for longer than required. Thereafter it will be disposed of securely.

Your Rights under Data Protection Legislation

Under data protection legislation you have certain rights in relation to the information I process about you. See the page 'Your data matters' on the Information Commissioner's website for more details: <https://ico.org.uk/your-data-matters/>

Please contact me directly if you would like to exercise any of these rights.

Complaints and Comments

If you have any concerns about how I have handled your personal information please contact me in the first instance. You also have the right to contact the Information Commissioner's Office:

Address: The Information Commissioner, Wycliffe House, Water Lane,
Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113

Website: <https://ico.org.uk/concerns>