

Members' privacy notice

Data Controller

Broads Authority

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Data Protection Officer (DPO)

The Authority collects and processes personal data relating to its Members to manage their membership of the Authority. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

This notice applies to current and former members. This notice does not form part of any contract to provide services. We may update this notice at any time.

What information does the Authority collect?

The Authority collects and processes a range of information about you.

This includes:

- your name, address and contact details, including email address and telephone number;
- your date of birth and gender;
- statutory appointment documentation;
- Where you are appointed as a Secretary of State Member or co-opted Member, recruitment information (including copies of references and other information included in a CV or cover letter or as part of the application process);
- information obtained through electronic means such as recording of meetings;
- communications systems (Broads Authority issued tablets);
- photographs;
- information about your financial expenses and allowances;
- details of your bank account and national insurance number;
- records of your attendance and nonattendance of meetings and training;
- details of any complaints made against you under the members Code of Conduct;

- annual appraisal forms;
- declaration of interests.

The Authority collects this information in a variety of ways. For example, data is collected from forms completed by you at the start of your membership, such as contact consent form, register of members interest, and new starter form, or during membership from correspondence with you.

Data is stored in a range of different places, including in the Governance team's files, the HR team's payroll records and on the Authority's document management system.

Why does the Authority process personal data?

The Authority is required to identify which of six potential lawful bases for data processing it uses for your personal information.

In some cases, the Authority needs to process data to ensure that it is **complying with its legal obligations**. The Authority needs to process your personal information in order to pay you in accordance with the membership allowances scheme and to deduct income tax and National Insurance contributions.

In other cases, the Authority processes data in order to *undertake tasks in the public interest*. This covers the processing personal information before, during and after the end of the membership relationship. Processing member data allows the Authority to:

- maintain accurate and up-to-date membership records and contact details and maintain a record of members' information sufficient to ensure compliance with local government legislation and members' obligations to comply with constitutional documents.
- operate and keep a record of member appraisals and related processes;
- operate and keep a record of member attendance;
- ensure that members are receiving the allowances to which they are entitled;
- complying with health and safety obligations;
- ensure effective payroll administration;
- respond to and defend the Authority against legal claims;
- maintain and promote equality in the organisation;
- deal with complaints under the Code of Conduct.

Who has access to data?

Your information will be shared internally with authorised Broads Authority staff, including with members of the Governance, HR Team, and IT staff if access to the data is necessary for

performance of their roles. Not all your categories of personal information is shared amongst all these staff. For example, the information shared with the HR Team is limited to members' expenses. All these staff members are bound by terms of confidentiality and have had training.

The Authority does not share your data with third parties save in limited circumstances, such as organisations which process data on its behalf, in connection with payroll, and training. In addition, your data may be shared with outside parties and the public where specifically required by legislation, such as the publication of minutes of meetings containing declarations of interest.

Where you make a complaint under the Code of Conduct or are subject to a complaint, we may share your data provided within the complaint or any investigation with the other party to the complaint, an Investigator, our Independent Persons and other Members who may sit on a Hearings Committee.

If you are appointed to external bodies we may share your data with those bodies, the Charity Commission (if the appointment is to a charitable body) or the Registrar of Companies (if your appointment is to a limited company).

The Authority will not transfer your data to countries outside the European Economic Area.

How does the Authority protect data?

The Authority takes the security of your data seriously. The Authority has a Data Protection policy and the ICT Usage and Security policy documents the controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

Where the Authority engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

For how long does the Authority keep data?

The Authority will hold your personal data for the duration of your membership. The periods for which your data is held after the end of membership are set out in the Data and Information Retention policy (available on request from the Data Protection Officer).

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request, for which there is no charge to you;
- require the Authority to change incorrect or incomplete data;

- require the Authority to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the Authority is relying on its legitimate interests as the legal ground for processing; and
- ask the Authority to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Authority's legitimate grounds for processing data.

If you would like to exercise any of these rights you can make a subject access request. Please contact the DPO on the contact details listed above.

If your request is in relation to an objection to processing or request to erasure, we will confirm whether we agree to your request and if we do not, we will give reasons.

If you believe that the Authority has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

Where you do not provide us with required statutory information, you may be prevented from undertaking your role. For example, there is a requirement for us to make publication of members' contact details and place details of members on our web site.

If you do not provide us with financial information then we will be unable to process your expenses.

If you are in any doubt as to the matters set out in the notice, please contact the DPO.