Date .....

DATA PROTECTION ACT/ DEPARTMENT OF WORKS AND PENSIONS

I confirm that I give my consent for Councillor ..... to make enquiries into my personal affairs with any official body in order to assist me.

(Councillors contact number .....)

I understand that the councillor will communicate with the appropriate officers to investigate matters on my behalf and will keep records accordingly.

Name .....

Address .....

Subject .....

Signed .....

PTO

Luton

Privacy Notice

I am committed to protecting your privacy when you use my services as your Local Councillor at Luton Borough Council.
I will always make sure that I respect your rights and follow the law. If you have any concerns or questions about how I look after your personal information, please contact me at :

Data Controller	Councillor name .....
Personal Data	**Personal data**: In order to deal with your enquiries I may collect your name address, telephone number, email address and any other case related information where you have asked me to represent you as your Local Councillor. **Special category data**: you may provide me with additional information about your health, ethnicity, race, religion, politics, trade union membership or sexual orientation.
Purpose for using it	Personal data is being collected in order to: • Provide advice, if you request it; Investigate any issues you may raise with me; • Find out about your involvement with any public authorities, if you ask me to • Prevent or detect fraud or other crime.
Lawful basis	**Personal data**: to carry out the performance of a public task. I do not need your consent to collect or process your personal information. This is because I need the information in order to investigate your case or provide support as your elected Local Councillor. **Special Category data**: I will only process your special category data if you have given explicit consent to the processing. I will contact you if I require this consent from you before I process this data.
Who I share it with	I may share your data with: • Your local council • Your local police service • Central Government Departments for example HMRC or the department of Work and Pensions • Local schools • NHS providers • Any other third party involved in your case
Why I share it with them	I may pass on your personal data to third parties in order to: Investigate and respond to your enquiries/casework Prevent fraud or other crime
Any automated decision making	None
Transfer of data to another country	None
Retention Period	I will process your personal data for as long as it takes for me to investigate your case and to provide you with a response. I will delete your records if I do not hear from you for more than three years.
Exercising your rights	You have the right to ask me to amend or delete your data as well transfer or limit its use. Each request will be considered individually. Where I am required to keep your data by law I may be unable to action your request. In all circumstances I will explain my decision making in writing to you.

If you are unhappy about how I handle your personal data you can complain and I will investigate.

You can also seek advice from Luton Borough Council's Data Protection Officer by emailing feedback@luton.gov.uk. If you want more information about how Luton Borough Council keeps your data safe please the Council's main privacy statement

If you remain unhappy you can also complain to the Information Commissioner's Office .