**Democratic Services – Code of conduct complaints privacy notice**

 **The reasons why we process your data:**

* To manage code of conduct complaints

**How we collect your data:**

* Email
* Letter
* By telephone in exceptional circumstances

**The lawful basis for processing your data:**

* Public Task - The legal basis is under Section 28 (6) (a) and (b) of the Localism Act 2011

**The type of personal data we process:**

* Name
* Address
* Email Address
* Telephone number
* Whether you are a member of the public, have a local government role or an elected member

**Special (Sensitive) category data:**

Not actively sought but may be provided depending on the nature of the complaint.

**Lawful Basis for Processing Special Categories of Personal Data:**

Substantial public interest

**Sharing your data:**

Your name - Unless exceptional circumstances have been agreed when you submit your complaint, we may share your name with the member(s) concerned. Your contact details will not be shared with the member(s).

Complaint details only:

* The Independent Persons appointed by the council
* The member(s)’ Group Leader and/or whip (if applicable)
* The town or parish clerk if the complaint relates to a town or parish member
* The complaints panel if the complaint if the complaint goes to the hearing stage
* The joint audit and governance committee in the annual code of conduct report
* A brief statement of facts will be published on the relevant council’s website within a decision notice if a breach is found

**Automated decision making:**

Non-Applicable

**How long we keep your data:**

No longer than 18 months after the end of the term of office of the member being complained about .