

# Privacy notice: Councillor Janice Howard

I am Councillor **Janice Howard** (Data Controller) and will collect and process your personal data, which could include your name and address, and / or sensitive personal data, which could be concerning your health or ethnic origin, in order for me to act on your behalf in dealing with your enquiry. In some circumstances your explicit consent may be needed to allow me to process your data. If this is needed I will contact you directly.

Your data will only be shared with the organisations necessary to deal with your enquiry, for instance different departments in the council, to enable your enquiry to be fully responded to. Your data will not be shared with other third parties, but may be used in order to prevent or detect crime, to protect public funds or where required or permitted to share data under other legislation.

Your data will be kept secure as will be processed using the council's secure IT and email systems.

Your data will be kept for 3 years after your casework file is closed and will then be securely destroyed.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances.

You can withdraw your consent to your personal data being processed, by informing me that you wish to withdraw your consent. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer at [data.protection@merton.gov.uk](mailto:data.protection@merton.gov.uk)

Any complaints regarding your data should be sent to your Councillor in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel: 0303 123 1113, or at <https://www.gov.uk/data-protection/make-a-complaint>