Privacy notice: Councillor Joan Henry

I am Councillor Joan Henry (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.

I process your personal data on the lawful basis of public task.

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. You can withdraw your consent at any time by informing me.

Your data will only be shared with the organisations necessary to deal with your enquiry, for instance other councillors and different departments in the council, to enable your enquiry to be efficiently and fully responded to.

Your data may be processed and shared with other third parties in order to prevent or detect crime, to protect public funds, other law enforcement purposes or where required or permitted to share data under other legislation.

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

Your data will be kept for 2 years and if it has been shared with a Council department your data will be kept by the Council for 3 years after your casework file is closed.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. If you would like to receive an explanation of your rights in paper format please contact the Council at data.protection@merton.gov.uk

Any complaints regarding how I handle your data should be sent to me at joan.henry@merton.gov.uk. 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