RECORD OF PROCESSING ACTIVITIES FOR AN ELECTED MEMBER WHEN PROCESSING PERSONAL DATA IN THE CAPACITY OF A DATA CONTROLLER, WHEN DEALING AND RESPONDING TO REQUESTS FROM CONSTITUENTS (CASEWORK)

Name and contact details of the Controller	Karen Morgan C/o Democratic Services RCTCBC The Pavilions Clydach Vale Tonypandy CF40 2XX Email: Karen.Morgan2@rctcbc.gov.uk
Name and contact details of the Data Protection Officer	Not applicable
Purpose for processing	Carrying out casework on behalf of individual constituents in my ward (dealing, responding to enquiries).
Lawful basis for processing	**Personal data:** - Article 6 (e) - processing necessary for the performance of a task carried out in the public interest or the exercise of official authority vested in the controller. **Special category data** - Article 9 (g) - processing is necessary for reasons of substantial public interest, on the basis of Union or Member state law: DPA2018, Schedule 1, Part 2 (23 & 24) **Criminal conviction data** - Article 10 - processing of personal data relating to criminal conviction and offences shall be carried out only under the control of official authority or where processing is authorised by Union or Member state law: DPA2018, Schedule 1, Part 2 (23 & 24).
Description of the categories of data subjects	Personal data is processed about the individual who is being represented. Personal data may also be processed about the individuals that I come into contact with, during the course of my enquiries. The individuals are likely to vary depending on the nature of the complaint or concern and who I need to contact / discuss matter with, but may include for example: - family members, relatives, guardians and associates of the person whose personal information I am representing. - council departments and employees - central government department and employees - landlords and social landlords - business or other contacts

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Categories of personal data	Information processed will be relevant to the complaint or concern and may include: • Personal details • Family, lifestyle and social circumstances • Financial details • Education and employment details • Housing information • Detail of complaint / concern I may also process special category or criminal conviction data that may include but is not limited to: • Physical or mental health details • Racial or ethnic origin • Offences including alleged offences etc.
Categories of recipients to whom the personal data have or will be disclosed	Information will only be shared where necessary or required in relation to the above purpose. The categories of recipients who I may share personal data with will vary depending on the nature of the problem or concern and may include, by way of example: • Council departments and services • Central government departments such as HMRC, DWP • Health organisations – Cwm Taf University Health Board, GP, Dentist etc. (if your problem is health related) • Citizens Advice Bureau • Law enforcement agencies and investigating bodies such as the Police, Probation Services • Your landlord / housing association etc. (e.g. if you live in rented accommodation and your problem relates to your rent / accommodation).
Transfers of personal data to a third country and safeguards	Information processed for the above purpose of not routinely processed overseas. If on occasions IT software is used that makes use of cloud storage or hosted technologies where data is processed outside the EEA, such processing will be complaint with the requirements of the GDPR.
Time limits for erasure	Two years from the date the matter is brought to a close.
Technical and organisational security measures	I take reasonable security measures to ensure that personal data relating to constituency casework is protected from accidental loss or alteration, inappropriate access, misuse or theft.

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