

## Privacy Notice

This Privacy Notice explains how I use the information that I collect about you.

As Councillors of Fife, we use the information provided by you in order to represent your views and opinions and to help with any difficulties that we can help to resolve. Under Data Protection Legislation, Councillors are known as data controllers. This means, I have to handle and process your personal information appropriately in order for me to fulfil my duties.

The personal information that I gather and use may include your name, contact details and any information relating to your query or consultation with us. I will keep your information for as long as necessary to resolve your enquiry; and may retain this for my term of office, in case you need to contact me again during that time. You should be aware that I have my own paid support assistant who will also have access to this information while processing your enquiry. This assistant is bound by a confidentiality clause within their terms of employment with me.

We may need to share your information with Services within Fife Council and their Arms Lengths Organisations (ALEOs) to ensure you are provided with help, advice or services that you are entitled to. We may also record your information on a case recording system (via Fife Council).

In order to carry out the functions above, we may also receive information about you from Services within Fife Council.

If you have concerns about the use of your personal data, please contact me direct in the first instance. If you remain dissatisfied, you may wish to contact the Information Commissioner's Office to raise your concern or complaint. The ICO can be contacted in writing at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or telephone: 0303 123 1113 or online: <https://ico.org.uk/>.