GDPR Privacy Statement

This is the privacy statement for Michelle Ferns, an elected member of Glasgow City Council ("the council").

Who we are:
I am Michelle Ferns, elected member for Ward 19 Shettleston, and a member of the Alba Party. Details of my appointments within the council, outside appointments, surgery details and my register of interests can be seen on the council website at www.glasgow.gov.uk/MichelleFerns

My contact details are as follows:
Address: City Chambers, George Square, Glasgow, G2 1DU
Phone: 0141 287 8912
E-Mail: Michelle.Ferns@glasgow.gov.uk

Why do I need your personal information and what do I do with it?
As an elected member, I will only be able to look into concerns which you raise if I can use your personal information, for example so I can contact you with the result of my inquiries. If your query relates to your own involvement with the council or one of the council's arms' length external organisations then I will need details of this involvement in order to be able to assist you.

I also receive information about individuals from third parties such as where constituents raise queries or complaints about other people, and I receive information from the council relating to individuals where the matter in question is being reported to a council committee.

Legal basis for using your information:
If you have contacted me and provided me with your personal information, I will use your information only with your consent. You are free to withdraw your consent at any time but if you do so then I will be unable to continue assisting you.

Where I have been given information about other people then I use this information because it is necessary for me to use it for the performance of a task carried out in the public interest by the council, in order for me to carry out my functions as an elected member.

For some activities, I also need to process more sensitive personal information about you for reasons of substantial public interest as set out in the Data Protection Act 2018. It is necessary for me to process this more sensitive information for a number of reasons including:

- to carry out key functions as set out in law;
- in order to protect your vital interests or the vital interests of others in circumstances where I will not be able to seek your consent; or
- with your explicit consent.

Who do I share your information with?
As an elected member of Glasgow City Council I would normally pass your details, and the detail of the situation you have sought my help about, with the Council in order to allow the council to look into the issue. If the matter relates to activities of one of the council's arms' length external organisations (ALEOs) I would pass the details on to the relevant ALEO instead. If necessary and relevant to the enquiry, I may need to pass your details on to an external organisation e.g. Wheatley Group, local housing associations, NHS, Police Scotland etc. I may also pass your details on to your local MP or MSP if it is more appropriate for them to deal with your enquiry. I do not generally pass personal details of constituents who contact me to anyone else unless I am required to do so by law or where this is in connection with a criminal investigation.

International transfers:
All data which I hold is held within the UK.

How long will I keep your information for?
I will only keep your personal information for the duration of the council term, which means normally for a maximum of five years.

Your rights under data protection law:

- **access to your information** – you have the right to request a copy of the personal information that I hold about you. Please note that this is information I hold in connection with my constituency casework. If you are instead interested in seeing a copy of the information which Glasgow City Council holds about you, you should contact the council directly at dataprotection@glasgow.gov.uk
- **correcting your information** – I want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask me to correct any personal information about you that you believe does not meet these standards.
- **Deletion of your information** – you have the right to ask me to delete personal information about you where:
  I. you think that I no longer need to hold the information for the purposes for which it was originally obtained;
  II. I am using that information with your consent and you have withdrawn your consent – see *Withdrawing consent to using your information* below;
  III. you have a genuine objection to my use of your personal information – see *Objecting to how I may use your information* below
  IV. my use of your personal information is contrary to law or other legal obligations.

Objecting to how I may use your information – You have the right at any time to tell me to stop using your personal information for direct marketing purposes. I will only use your information to provide you with general updates on my activity as a councillor, and on events within the ward, with your consent.

Restricting how I may use your information – in some cases, you may ask me to restrict how I use your personal information. This right might apply, for example, where I am checking the accuracy of personal information that I hold about you. This right might also apply if I no longer have a basis for using your personal information but you don't want me to delete the data. Where this right is realistically applied will mean that I may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Withdrawing consent to use your information – Where I use your personal information with your consent you may withdraw that consent at any time and I will stop using your personal information for the purpose(s) for which consent was given.

Please contact me as stated above if you wish to exercise any of these rights.

Information I hold about other people:
Most of the personal information I hold relates to people who have approached me in connection with a particular issue. However I also hold information about other people as well, where this has been given to me in connection with such an issue. In some cases I will contact these other people directly to inform them that I have been provided with information about them (and also to tell them about their rights under data protection law and advise them about the terms of this privacy statement) but in many cases this is impractical. I will normally hold third party information in connection with attempts to get the council to take some sort of enforcement action and it would not be appropriate for me to contact third parties in these sorts of circumstances.

Profiling or automated decision-making processes:
I do not make use of automated decision-making processes or profiling.

Complaints:
If you are unhappy about how I have handled your personal information I would be happy if you raised this with me directly in the first instance. However, you also have the right to lodge a complaint with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. By phone on 0303 123 1113 (local rate) or 01625 545 745. Visit their website for more information at https://ico.org.uk/concerns