Our core data protection obligations and commitments are set out in the council’s Primary Privacy Notice and on our website at Data Protection legislation.

**Service Name:** City Mayors Office Privacy Notice

This notice provides additional privacy information for:

- People accessing and using the CBL service
- Partners working with Salford City Council
- It describes how we collect, use and share personal information about you in relation to choice based lettings; the types of personal information we need to process, including information the law describes as ‘special’ because of its sensitivity

**Purpose(s)**

We collect your personal information for the following purpose(s):

- To process your application in order to deliver the service to you
- To share with registered providers who may allocate you a property
- To comply with the Housing Act 1996 for the allocation of social housing

**Processing Personal Data**

When you ask for my help and assistance I will need to collect some information from you.

This will generally include personal information such as your name, address and contact information together with details of your problem or concern.

The law treats some types of personal information as ‘special' because the information requires more protection due to its sensitivity. This information consists of:

- racial or ethnic origin
- sexuality and sexual life
- religious or philosophical beliefs
- trade union membership
- political opinions
- genetic and bio-metric data
- physical or mental health
- criminal convictions and offences

It will only be necessary to collect this type of information where it is of relevance to the request you are making.

Personal information about you will only be disclosed on a ‘need to know’ basis with a relevant organisation and/or individual who is able to provide information to help address or resolve your concern.

A relevant third party organisation and/or individual will be determined by the nature of the concern you have raised and therefore will vary from case to case.

However, by way of example these third parties could include:
Any third parties with whom I may share your data are obliged to keep your details secure and to use your data for purposes already communicated to you.

The personal information you provide and I may receive from organisations or individuals in the course of my enquiries will only be used to progress the problem or concern you have raised. Your personal data will not be used in a way that goes beyond your reasonable expectations.

If you specifically ask me not to disclose information identifying you to other third parties it is necessary for me to contact, I will try to respect that. However, please be aware that it may not be possible to progress a matter for you on an anonymous basis.

Unless I receive an objection, any unresolved requests from you at the point my elected period of office ends, will be transferred to the newly elected City Mayor who will also retain your personal data securely and will ensure that your personal data is not used in a way that goes beyond your reasonable expectations.

Legal basis for processing
The legal basis relied on for processing personal information in relation to responding to requests from constituents is:

- consent or explicit consent of the constituent making the request (or any other relevant persons where this is appropriate)
- necessary in pursuit of my legitimate interests as an elected representative and those of my constituent in order to respond to request and, to the extent this involves processing of limited personal data about or involving other persons, on balance, it is judged that these interests override any privacy intrusion
- in the case of sensitive categories of data and/or criminal conviction data about other individuals, under the substantial public interest ground in Schedule 1, Part 2, paragraph 18 of the Data Protection Act 2018 for the purpose of enabling me an elected representative to respond to requests from constituents

Information sharing/recipients
Unless the law requires or permits the sharing of information e.g. crime prevention or detection or the safeguarding of vulnerable children or adults, no personal information obtained by me will be further disclosed other than for the purpose of progressing and responding to requests from constituents as outlined above.

Personal information may be stored on my behalf by Salford City Council on a dedicated part of its secure network. Other than technical and monitoring operations, access and processing is undertaken only in accordance with my instructions.

Data Transfers beyond European Economic Area (EEA)
Personal information within my control will not be sent beyond the European Economic Area (‘EEA’).
None of the personal information controlled by me involves automated decision making.

**Data retention/criteria**

Unless specifically requested by you, personal data held for the purposes of responding to requests received from constituents and obtained in the course of my enquiries, will only be kept for as long as the law specifies or where the law does not specify this, for a suitable length of time after the case/enquiry is closed.

If my period of elected office ends before resolving a constituent’s request, where the constituent has not expressed any objection, the case file will be transferred to one of the remaining ward Councillors.

**How is your personal data safeguarded?**

Reasonable security measures are taken to ensure that personal information within my control is protected from accidental loss or alteration, inappropriate access, misuse or theft.

As the Council provides support services for elected members, communications addressed using my council email address are held securely on a dedicated controlled area of the Council’s secure network with access restricted.

Postal correspondence sent for my attention via the Council’s postal address(es) will be retained securely within the City Mayor’s office pending my collection.

**Your rights**

The new data protection legislation strengthens the rights of individuals. In general you have the following rights:

- **Right of access** – you have the right to request a copy of the information that I hold about you.
- **Right of rectification** – you have a right to correct data that I hold about you if it is inaccurate or incomplete.
- **Right to be forgotten** – in certain circumstances you can ask for the data I hold about you to be erased from my records.
- **Right to restricted processing** – where certain conditions apply you have the right to ask me to restrict my processing of your data.
- **Right of portability** – in certain circumstances you have the right to have the data I hold about you transferred to another organisation.
- **Right to object** – you have the right to object to certain types of processing, such as direct marketing.
- **Right to object to automated processing, including profiling** – you have the right to ask for a decision made on wholly automated basis which legally affects you to be reviewed by a human being.

The Information Commissioner’s Office (ICO) is responsible for upholding these rights in the UK. For a detailed explanation of all these rights and, the circumstances in which they apply, please visit the ICO web site at: [https://ico.org.uk/](https://ico.org.uk/)

If you wish to exercise any of your rights including where you are seeking a copy of your personal information, please write or email me at the address given on the Council’s web page at citymayor@salford.gov.uk
**Updates**

You have the right to complain to the information Commissioner if after contacting me about a data protection concern, you are not satisfied with my response.

If you wish to complain to the Information Commissioner the contact details are:

Information Commissioner’s Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

or by email: casework@ico.org.uk
or by telephone: 03031231113
or by completing the ICO on line form at https://ico.org.uk/concerns/handling/