

EXECUTIVE SUPPORT

INFORMATION COLLECTED

- Name;
- Address;
- Contact Information;
- Details of your enquiry;
- Members Expenses and Travel Records;
- Records Relating to Missing Person Investigations.

AGENCIES WE MIGHT SHARE THE INFORMATION WITH

- Other Council services;
- Other Local Authorities;
- Police;
- Education Providers / Learning Establishments;
- MP offices.

PROCESSING YOUR INFORMATION

Information you share with the Council may be subject to processing by a third party organisation. We may undertake a Data Protection Impact Assessment prior to commencing any such activity and will always ensure that processing of your data falls under one of the following lawful bases’;

- We have your consent;
- We have to fulfil a contractual obligation to you, or you have asked us to do something before entering into a contract;
- We have a legal obligation to process your personal data;
- We need to process your personal information to protect someone’s life, this is known as a vital interest;
- We need to process your personal information ‘in the exercise of public authority’. This covers the public functions, powers and obligations placed on the Council and set out in law;
- The final lawful basis is legitimate interest. As the majority of the Council’s work is done as a public authority. There may be an occasion where we perform a task which is outside the scope of us being a public authority, in those instances we will perform a three part test to assess the purpose, necessity and balance of the processing to ensure your rights and freedoms are protected.

You have the right to opt out of Tameside Metropolitan Borough Council receiving or holding your personal identifiable information. There are occasions where service providers will have a legal duty to share information, for example for safeguarding or criminal issues. The process for opting out will depend on the specific data and what programme it relates to.

For further information please email information.governance@tameside.gov.uk