



Service Specific Notice – Monitoring Officer – Code of Conduct Complaints & Register of Interests

Your personal information – what we need and why

The role of South Cambridgeshire District Council's Monitoring Officer is provided as part of a shared service with Cambridge City Council. The Localism Act 2011 requires the Monitoring Officer to collect the following information about district, town and parish councillors:

- Name
- Town/Parish Council Name
- Employment, office, trade, profession or vocation
- Sponsorship
- Contracts
- Land and property
- Licenses
- Corporate tenancies
- Securities
- Other Registerable Interest's
- Non-pecuniary interests
- Other interests relating to conduct investigations

This information is required to be included in the on-line Register of Interests for all Councillors within the South Cambridgeshire District.

Under the Localism Act 2011, Councillors must, within 28 days of becoming a member (or when members are re-elected or co-opted members re-appointed) notify the Monitoring Officer of any Disclosable Pecuniary Interests which have not already been notified.

Councillors are advised to notify the Monitoring Officer of any new Disclosable Pecuniary Interests or of any change to a registered interest when they arise so that they can be immediately added to the register.

As well as being published on line ([Your Councillors \(moderngov.co.uk\)](http://YourCouncillors(moderngov.co.uk))), this information may also be used to deal with allegations of breaches of the Code of Conduct by elected Members in South Cambridgeshire District Council and Town and Parish Council Members across the District.



The Monitoring Officer may also collect the following information when dealing with complaints about breached of the member code of conduct:

- Name and contact information
- Details of the complaint
- Details of other affected parties/witnesses and contact information for those parties

Information relating to complainants/individuals may also be published in line with our current process.

All other investigations carried out by the Monitoring Officer are in accordance with the duties under the Local Government and Housing Act 1989, other legislation or council policies.

How we keep your information safe

The Council takes data security seriously. The information you provide will be stored securely in our data management system and is only accessed by authorised staff unless a complaint becomes public. Register of member interest forms will be kept by the Monitoring Officer and will be available for public inspection if requested.

Who will the data be shared with?

As the Monitoring Officer is a shared resource with Cambridge City Council, data collected in relation to the functions of South Cambridgeshire District Council's Monitoring Officer may also be held in shared systems. The information will also be shared with the Independent Person/Deputy Independent Person with regard to Code of Conduct Complaints.

In complaints cases data may be shared with town/parish councils and their clerks (where the complaint relates to a town or parish Councillor), senior council officers and any external agents deemed necessary if required.

No other third parties have access to your information unless the law expressly allows them to.

How long will we keep your data?

Councillor Register of interest data will be published on the Council's public online register unless the Councillor notifies the Monitoring Officer in writing that they no longer have the interest or are no longer a member nor a co-opted member or it is a sensitive interest as defined in the Localism Act 2011 - [Localism Act 2011 \(legislation.gov.uk\)](http://legislation.gov.uk).



Register of member interest forms will be kept for up to 12 months after a person is no longer a member nor a co-opted member.

Information relating to complaints about individual Councillors is kept for 6 years from the closure of the file.

Your Data Rights and Our Privacy Statement

For further information about how South Cambridgeshire District Council uses your personal data, including as a data subject, please see our privacy policy [Customer Privacy Notice - South Cambs District Council \(scambs.gov.uk\)](https://www.scambs.gov.uk/customer-privacy-notice) on the website. If you are unhappy with the use of your personal data for further information, [Data Protection Officer](#).