
**West Berkshire Council
Data Protection Policy
Community Learning Service**



Responsibilities of West Berkshire Council, the Community Learning Service and its Sub-Contractors

Staff **and sub-contractors** delivering Community Learning funded by West Berkshire Council's Community Learning Service represent West Berkshire Council, and, as a **sub-contractor**, they have the same responsibility for the management and security of personal data of their learners as West Berkshire Council.

West Berkshire Council takes its responsibilities for handling and storing data very seriously. West Berkshire Council complies with the requirements of the existing access to information legislation, including:

- General Data Protection Regulations (GDPR 2016/679)
- The Data Protection Act 2018
- The Freedom of Information Act 2000
- The Environmental Information Regulations 2004
- The Local Government Act 1972 Schedule 12A
- Any subsequent legislation.

It is West Berkshire Council's Community Learning Service's expectation that sub-contractors of West Berkshire Council comply fully with the above and follow West Berkshire Council's direction, as detailed in the policies in the links below.

[Data Protection Privacy Notice](#) *specifically the Community Learning Privacy Notice*

[Data Protection: Requesting Personal Data](#)

Adherence to this Policy is a condition of working for or on behalf of the Council.