

Privacy Notice

This privacy notice sets out how West Berkshire District Council (the “**Council**”) will use your personal data, and your rights in relation to that personal data. This document describes how and why we collect, store, protect, process and share the data you give to us. It is written in accordance with the UK data protection legislation.

We collect personal data to help us to run consultation and engagement exercises on topics that we want the opinion of our Community Panel on.

If you have any questions about how your data is being used please contact the Performance, Research and Risk (“PRR”) Team. Our contact details can be found using the following link: <https://www.westberks.gov.uk/contact-performance-research-risk-team>

Date of first Issue: 16 June 2022

Date of latest issue: 25 August 2022

Update History:

Version 1	First issue of a new Privacy Notice (previously included in our Consultation and Surveys Privacy Notice)
Version 1.1	Minor amendment to PRR Team contact details and the Who Will See Your Data section

Directorate: Resources

Service: Customer Engagement and Transformation

Team: Performance, Research and Risk (PRR)

About the Organisation:

West Berkshire Council is the Data Controller. This means it is ultimately responsible for the data it holds about you.

Contact Address:

West Berkshire Council
Market Street
Newbury
Berkshire
RG14 5LD

ICO Registration Number: **Z6825178** <https://ico.org.uk/ESDWebPages/Entry/Z6825178>

The Data Protection Officer

Contact details for the Data Protection Officer for West Berkshire Council can be found at: <https://www.westberks.gov.uk/data-protection>

What personal data will we collect about you?

To join West Berkshire's Community Panel, you will be asked to provide the following information: (<https://www.westberks.gov.uk/communitypanel>)

- Title
- Name*
- Address
- Email address*
- Telephone number
- Gender
- Age at last birthday
- Household composition i.e. number of adults and children
- Disability
- Ethnicity

The minimum information that we will require from you to join the Panel is a name and email address.

The other information is optional, however, if you choose to tell us, it will be used to ensure we invite you to contribute to consultation and engagement exercises that are applicable to you, e.g. specific exercises relating to where you live.

If you join the Panel and then change your mind, you can ask the PRR team to remove your details from the database at any time.

The PRR Team contact details are here:

<https://www.westberks.gov.uk/contact-performance-research-risk-team>

What is the purpose and legal basis for processing your personal data?

In accordance with the data protection laws, we need a "legal basis" for collecting and using information about you. There are a variety of different legal bases for using personal data which are set out in the data protection laws.

We have set out below the different purposes for which we collect and use your personal data, along with the legal basis we rely on to do so:

Why we use your information	Our legal basis for using your information
<p>We will use your data in order to perform effective consultation and engagement exercises, and to allow us to make informed and evidence-based decisions.</p> <p>We will also use it to provide you with the service or information you have requested, for instance consultation notifications, newsletters or other correspondence.</p> <p>We will never use your data for anything other than the purposes we collect it for.</p>	<p>Consent: Article 6a of the General Data Protection Regulations ("GDPR") namely you have provided your consent for us to use your personal data in this way. If you do not wish the Council to process your personal data, it will be unable to establish a contract to provide the service for you. For the limited special category data that the Council is processing the Council is relying on Article 9 2(a) of the GDPR namely explicit consent to process your personal data as detailed in this notice.</p>

Who will see your data?

The Performance, Research and Consultation (PRC) Manager, Principal PRC Officer, PRC Officer, and Consultation and Engagement Officer, who manage and have access to the Community Panel Database.

We will not share your information with third parties unless you have given us permission to do so or we are required to do so by law, for example by court order or to prevent fraud or other crime

Why are we doing this?

The council runs consultation and engagement exercises in its capacity as a public body, in the public interest. We are collecting your information in order to invite you to contribute to these exercises.

How long will your data be kept?

Your data will not be kept any longer than necessary. Your data will be kept for as long as you wish to remain on the Panel.

If you join the Panel and then change your mind, you can ask the PRR team to remove your details from their list of panel members at any time.

The PRR Team contact details are here:

<https://www.westberks.gov.uk/contact-performance-research-risk-team>

Periodically, the PRR Team will contact all those on the Panel that have provided an email address to ask if they wish to continue being a member and to update their details, where necessary.

How is your data stored and processed?

Data will be held on the council's electronic systems and will be protected using up-to-date technical and organisational security measures.

Transfer overseas

Your personal data will not be processed outside the UK or by an international organization.

Your rights

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
 - **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
 - **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to
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process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).

- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.
- **Withdraw consent** to the processing of your personal data at any time, where processing is based on your consent. To withdraw your consent, please contact our Data Protection Officer using the contact details below. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

How do you make a request?

If you wish to make a request associated with any of the rights listed above, you can do so on our request form (www.westberks.gov.uk/dprequest) that also allows you to make a request for us to take action about something.

Complaints

If you consider that your personal data has been misused or mishandled, you can complain to the Information Commissioner's Office (the ICO), who is an independent regulator. It's easiest to do this online via the ICO website (<https://ico.org.uk/make-a-complaint/>), but you can also do so in writing to:

The Information Commissioner's Office:
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Or email at casework@ico.org.uk

Further information can be found at: <https://ico.org.uk/make-a-complaint/your-personal-information-concerns/>

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

Changes to this Privacy Notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

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