

# Privacy Notice

This document describes how and why we collect, store, protect, process and share the data you give to us.

We collect personal data to help us to tell you what data we hold about you, tell you what data we hold about someone else (in some circumstances), to stop contacting you with marketing information, erase data we hold about you, review a decision that has been made automatically or correct or update data we hold about you.

Date of Issue: 28 March 2018

Update History:

<i>Version 1</i>	First issue of a new Privacy Notice

Directorate: Resources  
Service: Strategic Support  
Team: Democratic and Electoral Services

## 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

The Data Protection Officer for West Berkshire Council is:

**James Gore AMBCS BA**

Contact details can be found here: <http://info.westberks.gov.uk/dpofficer>

## **What data will we collect about you?**

We will need to collect:

- Your name
- Your contact details
- Proof of your identity

It's helpful (and can make things much quicker) if you can confine your request to a specific timeframe, service and/or "type" of data, as well as giving us a description of what the data is that you're seeking.

## **What will we use your data for?**

We only use the data you give us to provide a response to your request.

## **Who will see your data?**

So that the Council can respond to your request, it will often be necessary to share the data you give with other Council services that might hold data. Which services these might be will depend on the nature of what you've asked us to do.

## **Why do we do this?**

When you make a request, we process your data under the requirements of the relevant UK Data Protection legislation (the General Data Protection Regulations/GDPR and the accompanying Data Protection Act 2018).

It's in the public interest for the Council to provide the means for you to ask us about the data we collect and process, so we also collect your data as part of our role as a Public Authority.

There's more on your rights below (see "Your Rights").

## **How long will your data will be kept?**

Your data will not be kept any longer than necessary. You can check how long the organisation will keep each type of data against West Berkshire Council's retention schedule ([www.westberks.gov.uk/retention](http://www.westberks.gov.uk/retention) ).

## **How is your data stored and processed?**

Your data will be held on electronic databases and networked storage with restricted access and will be protected from unauthorized access using up-to-date technical and organisational security measures.

## **Transfer overseas**

Your data will not be stored or sent outside of the UK.

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## **Your rights**

You have a number of rights when it comes to the data we hold about you. These are detailed on our request form ([www.westberks.gov.uk/dprequest](http://www.westberks.gov.uk/dprequest) ) that also allows you to make a request for us to take action about something.

## **Complaints**

If you've already told us we need to do something, but we haven't responded in a way you're satisfied with, you can complain to the Information Commissioner's Office (the ICO). It's easiest to do this online via the ICO website (<https://ico.org.uk/concerns/handling/> ), but you can also do so in writing to:

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

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